CRITERION – IV

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 facilitate effective teaching and learning?

Ans: **Policy for creation of infrastructure:**
The institution comes under the authority of Cantonment Board and there are strict restrictions on the construction or expansion of the existing campus, horizontally or vertically. With this constraint in mind, the institution has taken measures for creation and enhancement of infrastructure:

- Segregated bigger classrooms to create more classes for teaching and learning.
- Covered some open and uncovered areas for more rooms to be used as labs and rooms.
- Purchased new plot of land for further creation of infrastructure.

Enhancement of Infrastructure:

- The institution has established a well-equipped Technical room with latest version computers and laptops, LCD and OHP to be used for teaching and learning.
- The entire campus in under CCTV surveillance from the Principal office.
- Biometric machine has been installed to register the attendance of all employees of the institution.
- Wherever possible some more classrooms have been constructed, renovated and equipped.
- Home Science laboratory has purchased some latest equipments for practical classes.
- Digital camera, Reprographic Machine, R.O. water purifier, collar-mikes and cordless mikes have been purchased.
- Damaged, not in use, furniture has been replaced by new furniture.
- The institution, on need basis, repairs, paints and reforms the existing infrastructure.
- Apart from a generator in the college, most of the Departments have power-back up via inverter connection.

4.1.2. Detail the facilities available for:

Ans: (A) **Curricular and Co-Curricular Activities**:

- **Classrooms:** Almost a dozen spacious, well-ventilated rooms are used as classrooms for theory classes. Almost all the Departments having practicals have their own labs.
- **Technology-enabled learning spaces**: A well-equipped Technical Room having computers, with internet connectivity, is used by faculty and students.
- **Seminar Hall:** A spacious auditorium and technical room both are used as seminar hall on need basis. Electrical fixtures with audio-amplifier connections, a

large dais, podium and appropriate furniture are the facilities available in the seminal hall.

- **Tutorial Spaces:** Small classrooms and reading room are used to conduct tutorial classes.
- **Laboratories:** All departments having practicals have spacious well-equipped rooms used as laboratories for practical work. Music (Vocal + Instrumental), Drawing and Painting, Psychology and Home Science have separate rooms for practical classes.
- **Botanical garden:** The institution offers teaching in subjects of faculty of arts only. Therefore, a botanical garden is not required. But the campus maintains a garden of seasonal and evergreen plants which enhance the oxygen level in the campus.
- **Animal House:** None
- **Specialized Facilities**: White boards in classrooms, use of Audio-Visual aids like computers, laptops, LCD, OHP, provision of latest gadgets and equipments for teaching, learning and research activities in the institution are some of the specialized facilities in the college.

(B) **Extra-Curricular Activities**:

- **Sports – Outdoor and Indoor games:** There is a Physical Education Department with a confirmed teaching faculty. Indoor games are conducted in the auditorium which is also used as a common room. A stadium is hired for conducting outdoor games, under the supervision of qualified coaches.
- **Gymnasium:** None
- **Auditorium:** A well-equipped spacious auditorium with electrical fixtures and suitable furniture is available for academic and extra-curricular activities.
- **NSS:** One unit of 100 students is enrolled in NSS in the institution with Dr. Kalpana Gaur (Faculty, Drawing and Painting) as Programme Officer. An NSS Committee is also constituted to monitor the students' activities.
- **NCC:** The institution had a girls' Battalion unit of NCC till 2012. Dr. Ranju Kushwaha was the last ANO and Caretaker of this unit.
- **Cultural Activities:**
  (a) A Student Council is nominated which conducts academic and cultural activities in the college.
  (b) Experienced, fully qualified faculty of the Department of Music (Vocal and Instrumental) initiate, guide and prepare students for cultural activities in and outside the college.
  (c) The university organizes a Youth Festival – an intercollegiate mega event extending up to three days every year in which our institution participates with full zeal and zest under the able guidance of the faculty of the college.
- **Public Speaking:**
  a) Debates, elocutions, speech deliberations are opportunities of public speaking. Students in the college are encouraged to participate in such activities in the college and also outside it.
  b) Each day, after the prayer session, students are motivated & trained to speak on 'Thought of the Day'.
- **Communication Skill Development:**
  a) Lectures and short courses in public speaking are arranged for the students by the Guidance and Counselling Cell.

b) Conducting trials for viva-voce helps students in developing communication skills.

c) Interactive Group discussions with the students also help to cultivate communication skills.

- **Health and Hygiene Activities**:
  a) The institution has a Health and Hygiene Committee which organizes Guest Lecture and health check-up camps for the students, by medical and paramedical persons.
  b) Regular brooming, cleaning of the entire premises is done every day.
  c) Regular use of disinfectants and sanitizers in all toilets, rooms, passages is also ensured.
  d) Regular and consistent water supply in toilets, water coolers, taps for drinking water are also available.

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).**

Ans: **Various procedures are adopted for planning and developing the available infrastructure**:
- The Apex Committee, Purchase Committee and Heads of the Departments place their requirements before the commencement of the academic session.
- The management committee, principal and members of the above committees discuss the possibilities of expansion and optimal utilization. Guidelines are drafted in the minutes.
- Quotations are invited in case of purchases above Rs. 20,000/- which are approved by the Management, Principal and Purchase Committee.
- Approved quotations of lowest quoted price along with the quality concerns are ordered for compliance.

  Specific Facilities Developed:
- To keep pace with the latest technology in teaching and learning, a well-equipped technical room / lab with essential latest facilities and laptops, USB and internet connectivity has been established.
- New Softwares in the library and account section have been installed for academic growth and used for academic and administrative work.
- For reprographic facilities, one photocopier for the library and one photocopier and scanner for administrative office have been purchased.
- The Principal office can make announcement through the Public Address System in the entire college premises.
- To monitor the activities in the college premises, it is under CCTV surveillance from the Principal Office where together with the display on screen, there is provision for recording also.
- Biometric machine to register the attendance of all employees of the institution has been installed.

- 100 new moulded chairs were purchased for the auditorium, 100 chairs purchased for Home Science Dept.
- New water purifier with R.O. system has been installed for safe drinking water. A new refrigerator for staff room, intercom, LCD TV has also been installed.
- College website is upgraded regularly.
- Telephone - land line connection for use by staff and students is also there.

- **Amount spent to augment the infrastructure and facilities:**

Facilities	Year 1 2011-12	Year 2 2012-13	Year 3 2013-14	Year 4 2014-15
1. Building repair	10770.00	23250.00	2068.00	17492.00
2. Furniture-new & repair	37362.00	6840.00	72668.00	96903.00
3. Computers - new, AMC, software	37400.00	-	32049.00	127485.00
4. Laptops	-	57750.00	-	-
5. LED TV	62900.00	-	-	-
6. PAS	63242.00	-	-	-

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

Ans: The institution had been planned and constructed with comfortable broad and convenient staircases, passages, corridors and classrooms. Later on appropriate supporting railings for physically challenged students has been constructed. Classrooms on the ground flour (Home Science Department) are used for differently-abled students as and when required.

4.1.5. **Give details on residential facility and various provisions within them:**

Ans: The institution does not have residential facility for staff or students.
1) **Hostel facility:** None
2) **Recreation facility:** None
3) **Computer & internet in hostel:** None
4) **Facilities for medical emergencies:** None
5) **Library in Hostel:** None
6) **Internet & Wi fi facility in Hostel:** None
7) **Recreational facility & audio visual equipment:** None
8) **Residential facility for staff:** None
9) **Constant water supply:** None
10) **Security:** None

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

Ans: **In the Campus:**
Health Care Centre:
- There is a room in the college which serves as health centre in the college. Any student who is not well can come and take rest here.
- A first aid box is available with essential and common medicines, bandages, ointments, glucose powder for students and staff. The Health and Hygiene

Committee discards the expired medicines from time to time and purchases the new ones regularly.

- Doctors-on-call are available for consultation in case of medical emergencies.
- In case of medical emergency, the institution provides transport to the nearby government hospital for medical aid.
- First aid is given to the students in the institution.

Off the Campus:
- Nearby charitable and government hospital is contacted in case of medical health care outside the campus.

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 Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking facility, auditorium etc.**

Ans.

- **IQAC:** The Internal Quality Assurance Cell was established in the year 2009. The chairperson of this Cell is the principal and the convener is Dr. Niranjana Shukla, Head, Department of Psychology and the space for the Cell is shared with the Department of Psychology.
- **Grievance Redressal Unit:** The institution has a separate Grievance Redressal Cell for staff and students. Smt. Suman Pandey is the in-charge of the student cell and Dr. Geeta Mathur is the in-charge of staff cell. A suggestion and complaint box has also been put up. Some applications reach the in-charges of the Cells directly. The members of the Cell go through the complaints, discuss and suggest recommendations to be implemented accordingly for staff and students. However verbal grievances are also redressed there and then in case of emergencies. The space for both the Cells is shared with that of Guidance and Counselling Cell.
- **Women's Cell:** The institution has established an Equal Opportunity Cell with financial assistance from UGC. This EOC has formed a 'Women Helpline' with a leading women's NGO – Sakhi Kendra. This Women Helpline conducts activities for awareness of the rights of GIRL CHILD and WOMEN. The In-charge of this Cell is Dr. Sudha Gupta and the space for this Cell is shared with the Department of Sanskrit. There is a separate Women Harassment Cell headed by Dr. Geeta Mathur and the cell is placed in the dept. of Home Science.
- **Career Guidance and Counselling Cell:** With the financial assistance from UGC, New Delhi, the institution has established a Career Counselling and Guidance Cell. This Cell conducting guest lectures, short courses and workshops, awareness programmes for career options for the professional benefit of the students. The In-charge of this Cell is Dr. Alpana Rai and the space is shared with Grievance Redressal Cell in the dept. of Education.
- **Placement Unit:** The career counselling and Guidance Cell assist prepare, promote students for placement also. There is no separate Placement unit.
- **Health Centre:** A room with essential facilities for first aid like medicines, water, rest etc. is available in the Health Centre of the institution.
- **Canteen:** To satisfy hunger pangs, there is a canteen in the campus which is commonly shared by the inter college and degree college students & staff. Several food items, beverages and snacks are nutritionally cooked and

hygienically served. The canteen runs on no profit no loss basis, where food prices are subsized for students. Canteen gives eight hour of service on working days.

- **Safe Drinking Water Facility**: To provide drinking water, a submersible pump lifts underground water to overhead tanks. This water passes through the installed Aqua guard and R.O. system of water coolers, where it is filtered and pure and safe drinking water is made available for staff and students. Cleaning of water filter and tanks is done from time to time.

- **Auditorium:** The college auditorium is large, spacious, fully-equipped with lighting and sound fixtures, seating arrangements and suitable furniture. Three large exhaust fans have been installed overhead for proper ventilation. All academic, co-curricular and extracurricular activities are organized in this auditorium.

- **Book Stall:** An approved bookstall is available in the campus. Course Books, stationery and related articles can be purchased (on no-profit, no-loss basis).

- **Bank:** A fully established CBS branch of Punjab National Bank with ATM facility is available in the college premises for staff, students and other clients. The salary of all staff members, college accounts, scholarship of students etc. are deposited / disbursed through this bank branch.

- **Study Centre of UPRTOU, Allahabad**: The institution is an approved centre of Uttar Pradesh Rajarshi Tandon Open University, Allahabad for degree, diploma and certificate courses in selected subjects / branches which are career oriented.

- **Computer Centre**: The college has a computer centre. It is presently running 'O' level computer course.

4.2. <u>**Library as a Learning Resource**</u>

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?

Ans: Yes, the library has an Advisory Committee. It is constituted before each academic session with the following members:

1) Convenor: Dr. Rajat Chaturvedi
2) Co-convenor: Dr. Geeta Mathur
3) Member: (1) Dr. Surabhi Misra,
                   (2) Dr. Shalini Agrawal,
                   (3) Dr. Jyoti Agnihotri
4) Librarian: Smt. Deepa Bhatnagar
5) Dy. Librarian: Dr. Birendra Singh

<u>Significant initiatives taken are:</u>
- The library is fully automated.
- OPAC is available.
- Issue and return of library books is on-line for staff.
- Server has been installed in the library for internet connectivity.
- Orientation programmes for uses and benefits of library for the students are organized.
- Utilization of special grant from UGC merged scheme XIth Plan period for purchase of books and journals has been done.
- A Suggestion / Complaint Box in the library for suitable recommendation / redressal have been put up.

4.2.2. Provide details of the following:
Ans: 1) Total area of the library in sq. meters: 80 sq. Mtrs.
      2) Total seating capacity: 25 persons
      3) Working hours on working days: 9 a.m. to 5 p.m. (8 hours)
         Working hours on holidays: The library remains closed on holidays.
         Working hours before examination: 9 a.m. to 5 p.m. (8 hours)
         Working hours during examination: 9 a.m. to 5 p.m. (8 hours)
         Working hours during vacations: 9 a.m. to 5 p.m. (8 hours)
      4) Layout of the library:
         Individual carrels = None
         Lounge area = None
         IT zone for e-resources = 02 Computers (with internet facility)
              (one inside the cabin of the librarian and one outside it)
         Cabin = 1 for the librarian
         Reprographic Area = 1 photocopy machine
         Students Counter = For issue and return of books to and from students

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

Ans:

- The library Advisory Committee conduct meetings regularly on issues related to the purchase and use of current titles, print and e-journals and other reading material. **S**uitable recommendations are put before the Principal and Management Committee.

- On receipt of funds/ grants allocated for purchase of books, journals and reading material, the Library Advisory Committee, Principal and librarian recommend and inform all Heads of Departments to submit an order list of books etc. for purchasing within the allocated grant amount. Order for purchase are placed through proper channel to publishers and book sellers.

- Purchased books are accessed and catalogued before issue by students and staff.

Amount spent on books etc. during last four years:

Library Holdings	2011-13	2013-14	2014-15
1. Text books 2. Reference books	Rs. 492415 (Nos. 1421)	Rs. 9220 (Nos. 34)	Rs. 8846 (Nos. 41)
3. Journals/periodicals	Rs. 14345 (Nos. 15)	Rs. 8000 (Nos. 3)	-
4. News Paper	Rs. 20643.00 (12+12)	Rs.11669.50 (13)	Rs. 12570.00 (13)
5. Magazines	Rs. 11295.00 (13)	Rs.7060.00 (14)	Rs. 6930.00 (13)

DVDs of Rs. 7600 (Nos. 10) were purchased in the library during the session 2012-13.

4.2.4. **Provide details on the ICT and other tools developed to provide maximum access to the library collection.**

Ans:
1. **OPAC:** Yes
2. **Electronic Resource Management package for e-journal:** No
3. **Federated Searching Tools to search articles:** Yes
4. **Library website:** The library does not have its own website. All information is received and sent via college website.
5. **In-house / Remote access to e-publication:** None
6. **Library automation:** Fully automation
7. **Total number of Computers for public access:** 02
8. **Total number of printers for public access:** 01
9. **Internet band width / speed:** 2 mbps

10. **Institutional Repository:** None
11. **Content Management system for e-learning:** None
12. **Participation of Resources sharing network/consortia (like INFLIBNET):** Yes, session 2011-12.

4.2.5. **Provide details on the following items.**

Ans:
- **Average No. of walk-ins**: 50
- **Average No. of books issued / returned**: 25
- **Ratio of library books to student enrolled**: 1 : 10
- **Average No. of books added during last three years** – 30
- **Average No. of login to e-resources**: 2
- **Number of information literacy training organized**: 2
- **Details of "weeding out" of books and other materials**: The Library Advisory Committee and the librarian review the uses of old books in the library. When changes are made in course/syllabus, the faculty recommends new books. On recommendation by the Advisory Committee, the Principal grants permission to order these books. Old, out of course, obsolete books and not issued or used by students and are selected as "Weeded Books". A list of such books is signed by all Heads of the Departments for final approval. These weeded books are "written off" from the library Accession Register.

4.2.6. **Give details of the specialized services provided by the library**.

Ans:
- **Manuscripts:** The library does not have them.
- **Reference**: Yes, there is provision of sharing books between various subjects. Research scholars of the institution are sent to different libraries for referencing and also students of other research centre can avail referencing facility of the college library.
- **Reprography**: There is facility for photocopying.
- **Inter Library Loan Service (ILL):** No, the library does not have this facility.
- **Information deployment and Notification**: Instructions, information regarding the library are put on the Notice Boards by the librarian for the students. Notice is circulated among the staff and students.
- **Download**: This service is provided by the library for both administrative as well as academic works.
- **Printing**: Yes, the computer has a printer as an attachment.
- **Reading list / Bibliography compilation**: Not available
- **In-house / remote access to e-resources**: Not available
- **User Orientation and Awareness**: For proper use and facilities available for students in the library, the library staff conducts user orientation and awareness week / contact classes for newly admitted students every year.
- **Assistance in searching Database:** Available in the library.
- **INFLIBNET / IUC facilities:** The institution had subscribed for INFLIBNET. It was discontinued, but the revival is under process.

4.2.7. **Enumerate on the support provided by the library staff to students and teachers of the college?**

Ans: **Support provided to / For Students:**
- During the process of admission, the library staff issues fee challan of the college to the students.
- Collects duly filled admission forms of those student who have secured admission in the college after paying the requisite fee.
- Maintain scholar registers of the classes allotted to the library staff by the Principal.
- The library staff assists in sending the list of newly admitted students to the University on-line.
- The library staff downloads the admit cards of university examinations, takes out the prints and distributes them to the students before the annual university exams.
- The library staff is also engaged in distributing the mark sheets of the successful students.
- Provides books, periodicals and other reading material to students for their academic and literary activities (like preparation for Quiz, Slogans, Debates, Speech, Elocution etc.).
- The library staff is also engaged in University exams of students as invigilators, helpers and in office duty as shift-in-charge.

Support provided to the Teachers:
- Assists in providing photocopy of printed matter required by the staff.
- The library provides newspapers for cutting the important news and also photocopies the news about the activities conducted in the institution.
- The library staff contributes in the duties assigned by the Principal and assists in various committee-related activities in the institution. For instance, it serves as members of Registration Committee during seminars and as members of Proctorial Board etc. It also helps in the distribution of Refreshment etc. during some special programmes.
- The library staff actively participates in co-curricular and extra-curricular activities in the institution, like sports, youth festival etc.
- It assists the teachers in the University exam and carry-out the duties assigned to them as office shift-in-charge, helpers, invigilators etc.

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

Ans: All possible support is provided to the physically challenged students, if any.

4.2.9. **Does the library get feedback from its users? If yes, how is it analysed and used for improving the library services? How is the feedback analysed and used for further improvement of the library services?**

Ans: Yes, the Library gets feedback from it users from time to time. All suggestions and complaints are submitted by the users in the SUGGESTION / COMPLAINT BOX and / or given to the Principal in writing. The Principal forwards them to the librarian for necessary action. A meeting of Library Advisory Committee with the Librarian is conducted to analyse and discuss the issues. Suitable recommendations are submitted

to the Principal for approval and adoption for further improvement of the library services.

4.3.   **IT Infrastructure**

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

Ans:

- **No of Computers with configuration**: 19 (Dual core; Windows XP; Windows7)
- **No of Laptops**: 04
- **Computer-student ratio**: 1 : 300
- **Stand Alone Facility**: None
- **Local area network**: LAN facility available
- **Wi fi facility**: Proposal sent for approval, not granted as yet
- **Licensed software**: 02 (01 library and 01 Accounts Office)
- **No. of nodes / computers with internet facility**: All
- **Scanner, printer, photocopier**: 2

4.3.2.   **Details on the computer and internet facility made available to the faculty and students on the campus and off-campus?**

Ans: Computers in the Technical Room, Library and Administrative Block, PG Dept. have internet connectivity. The college staff has access to these systems in the campus. However, no facility is available off the campus. A few committee in-charge / convenor have been provided laptops as per their needs of the respective Cell.

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

Ans: To keep abreast of the latest in IT, the institution plans:
- To purchase more computers with latest version in teachers' staff room.
- To strive for Inter University Connectivity facility for learning and Research Activities.
- Efforts are being made to renew the subscription for INFLIBET.
- It is planned to provide computers and internet connectivity to each Post Graduate Department of the institution.

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

Ans:

Purchased Computers	2011-12 (in Rs.)	2012-13 (in Rs.)	2013-14 (in Rs.)	2014-15 (in Rs.)
Software & Hardware	374000.00	02400.00	-	245155.00
AMC	16545.00	13300.00	32049.00	32049.00
Accessories	22273.00	1625.00	145247.00	163267.00

4.3.5. **How does the institution facilitate extensive use of ICT resources including development and use of Computer Aided Teaching and Learning material by its staff and students?**

Ans:

- The faculty is instructed to deliver lectures through ICT. The subject matter is typed in the computers and also downloaded through internet by the faculty.
- Soft copies of the teaching material in PD and CD for Power Print Presentation (PPP) are prepared.
- Schedule of PPP is decided and students attend these lectures in the technical room.
- Faculty is permitted to use ICT resources for developing computer aided teaching.
- Research scholar, (dissertation and project-work) are encouraged to use ICT in research activities.
- ICT equipped Technical Room is open for use by faculty and staff. However, students can use it but with prior permission or in the presence of their research supervisors.

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 teacher.**

Ans:

- Apart from traditional lecture-method, Deliberation Method of teaching and learning, computers (for ICT) and library (for reading material) largely assist in learning activities.
- The faculty prepares lectures as Power Point Presentation (PPP) by access to on-line resources through installed computers in the library and institution. The subject matter is composed on the topics of the subject syllabus.
- PPT presentations are organized in the Technical Room by the faculty for the students.
- For consulting, receiving and searching research related information, the faculty and students make use of ICT and library facilities.
- All these activities are student-centric. The availability of ICT and library in the institution render the role of facilitator and assist the teacher in imparting student-centred teaching.

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?**

Ans: The institution has applied for subscription to INFLIBNET and the process is ongoing.

4.4. **Maintenance of Campus Facilities**

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

Ans: The institution has allocation and utilization of the available financial resources for maintenance and upkeep of the facilities available. There is a provision for Maintenance Account Budget which is presented in the annul management committee meeting. The budget gives exact figures of actual expenditure of the current session together with an estimated expenditure for the fourth coming session. The budget regarding the maintenance account takes into consideration the estimated expenditure on repair of building, furniture, equipments together with other facilities availed like hot & cold charges, telephone, rent, AMC etc.

The demands for maintenance and upkeep of the college facilities are placed by various wings of the college for the need of repair, replacement, maintenance and use of campus facilities before the Principal; they are forwarded for approval before the Secretary, Board of Management. After final approval, the Principal, with the members of Purchase Committee, ensures allocation and utilization of available resources for infrastructural expenses.

The expenditures are duly audited to ensure proper utilization of the funds allocated for these works.

Maintenance Account Budget- Estimated and Actual expenditure:

	2011-12		2012-13		2013-14		2014-15	
	Estimated	Actual	Estimated	Actual	Estimated	Actual	Estimated	Actual
Building repair	10000	10770	15000	23250	500000	2068	1320000	17492
Furniture repair & purchase	10000	37362	20000	640	10000	72668	100000	96903
Computers AMC	12000	16545	12000	-	20000	32049	33000	32049
Other Hot & Cold charges	250000	173531	250000	7736	320000	342876	350000	214646
Telephone charges	22000	19484	22000	1159	50000	53621	55000	10609
Rent taxes	2000	3590	2000	-	50000	2010	2100	33763

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

Ans: For Maintenance
- The electrician, who is a regular employee of the college maintains and takes care of all electrical equipments, power-supply, power back-up, electrical fittings and fixtures, submersible pump, stabilizer, sound systems and lighting arrangements of the institution.

- In the library, the regular class IV staff, book-lifter, book-mender and the library clerk maintain the facilities of the library.

- For the sanctioned posts, qualified and experienced regular persons are appointed like electrician, book lifter, book mender, lab-bearer and sweepers. These workers carry out their assigned duties to maintain and upkeep the infrastructural facilities of the college.

- For the maintenance of the infrastructure and equipments, approved contractors are hired and annual maintenance contract (AMC) is done. As and when required, the Management, Principal and Purchase & Maintenance Committee approve other agencies for maintenance, and upkeep of the college infrastructure etc.

4.4.3. **How and with what frequency does the institute take up calibration and other precision measurers of equipments / instruments?**

Ans: The equipments (like computers, printers etc.) which are under AMC are calibrated on contract basis as and when required. Branded equipments are repaired and taken care of by authorised company's customer care centres only.

4.4.4. **What are the major steps taken for location, upkeep and maintenance of sensitive equipments?**

Ans: **Generator, inverter and stabilizers for voltage fluctuation:** Areas or rooms where electrical equipments and gadgets are deployed, a voltage stabilizer is installed to bear voltage fluctuations. They are located in proximity of the equipments.

Submersible pump for constant water supply: Submersible pumps are used to get water supply to over-head storage tanks, water coolers and water purifiers.

Electricity Supply through power-back-up: A Generator is installed on the ground floor and authorized company centres are assigned the task of its maintenance. Inverters are also used in limited areas / rooms, especially during non-teaching days and vacations.

RELEVANT INFORMATION ABOUT INFRASTRUCTURE

(A) **Constructed area of the institution has**:
- Administrative block
- Classrooms
- Auditorium
- Staff rooms
- Common room for students
- Canteen
- Library
- Reading room
- Laboratory rooms
- Verandah and Corridors
- Staircase
- Toilets for students
- Separate toilets for female and male staff

- Bookstall
- Branch of nationalized Bank (PNB) with STM facility
- Health Centre

(B) <u>Un-constructed area</u>
- Open space for parking
- Garden
- Portico

<u>RELEVANT INFORMATION OF LEARING RESOURCES</u>
- Establishment of Equal opportunity cell
- Establishment of Network Resource Centre
- Library and reading room
- Computer centre for "O" level course approved by CSJM University.
- Establishment of Technical lab