FILE NUMBERS AND LIST OF FILES TO BE MAINTAINED IN HARD AND SOFT COPY OF EACH FILE BY EACH DEPARTMENT

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1   A. Details of Department physical infrastructure

B. Maintenance of Laboratories for its optimal utilization

C. Maintenance of Computers for its optimal utilization

D. Maintenance of UPSes, Power Supplies

E. Maintenance of support services, sanitation, first aid boxes

F. Maintenance of building, garden, indoor games structure

4.1.2   Record of new initiatives for Infrastructure for promote a good teaching-learning environment- Internet, Wi-fi, Power Point Projectors, Video Equipment

4.1.3   Physical ambience for the faculty in terms of adequate research laboratories, computing facilities and allied services

4.1.4   List of Facilities like office room, common room and separate rest rooms for women students and staff

4.1.5   List of the infrastructure facilities are disabled-friendly

4.1.8   Departmental special facilities are available on campus to promote students' interest in sports and cultural events/activities

4.2 Library as a Learning Resource

4.2.1   Details of departmental library facilities:

4.2.2   Provide details of the departmental library:

* Total area of the library (in Sq. Mts.)

* Total seating capacity

* Working hours (on working days, on holidays, before examination, during examination, during vacation)

* Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

* Clear and prominent display of floor plan

* Adequate sign boards;

* Fire alarm;

∗ Access to differently-abled users and

∗ Mode of access to collection

4.2.3 Departmental library holdings:
   a) Print (books, back volumes and theses)
   b) Average number of books added during the last three years
   c) Non Print (Audio Video, CDs, Downloaded Articles)
   d) Electronic (e-books, e-journals)
   e) Special collections (e.g. text books, reference books, standards, patents)

4.2.4 Records of tools the library deploys to provide access to the collection
   ∗ OPAC
   ∗ Electronic Resource Management package for e-journals
   ∗ Federated searching tools to search articles in multiple databases
   ∗ Library Website
   ∗ In-house/remote access to e-publications

4.2.5 Use of ICT deployed in the library
   ∗ Library automation
   ∗ Total number of computers for public access
   ∗ Total numbers of printers for public access
   ∗ Internet band width speed   □ 2mbps □ 10 mbps □ 1 GB
   ∗ Institutional Repository
   ∗ Content management system for e-learning
   ∗ Participation in resource sharing networks/consortia (like INFLIBNET)

4.2.6 Details (per year) with regard to
   ∗ Ratio of library books to students enrolled
   ∗ Average number of books added during the last four years
   ∗ Assistance in searching Databases
   ∗ INFLIBNET/IUC facilities

4.2.8 Annual departmental library budget and the amount spent for purchasing new books and journals.

4.3   IT Infrastructure

4.3.1   Details of Department IT and ICT Infrastructure

4.3.2   Details of the computing facilities i.e., hardware and software.

- Number of systems with individual configurations
- Computer-student ratio
- Dedicated computing facilities
- LAN facility
- Proprietary software
- Number of nodes/ computers with internet facility
- Any other (please specify)

4.3.3   Plans and strategies for deploying and upgrading the IT infrastructure and associated facilities

4.3.4   Details on access to on-line teaching and learning resources and other knowledge and information database/packages provided to the staff and students for quality teaching, learning and research.

4.3.5   IT facilities available to individual teachers for effective teaching and quality research

4.3.8   A. Details of ICT-enabled classrooms/learning spaces available

B. Record of utilization for enhancing the quality of teaching and learning

4.3.9   Records of Faculty and computer- aided teaching-learning materials

4.3.10   Department availing of of the National Knowledge Network connectivity

4.3.12   Record of Availing of web resources such as Wikipedia, dictionary and other education enhancing resources

4.3.13   Department budget for the update, deployment and maintenance of computers

4.3.14   Details of plans envisioned for the gradual transfer of teaching and learning from closed university information network to open environment

4.4   Any other information regarding Infrastructure and Learning Resources which the university would like to include.