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?

The College is well endowed in terms of physical infrastructure. The infrastructure of the College has been continuously in the process of augmentation to keep pace with academic growth. The buildings for Art, Science, Commerce, Home Science and other departments have been renovated.

4.1.2 Detail the facilities available for –

a) Curricular and co-curricular activities:

Classrooms, technology enabled learning spaces, conference rooms, tutorial spaces, library, laboratories, Animal House, Specialized facilities and equipment for teaching, learning and research etc.

Classrooms:

There are 44 classrooms apart from the Science laboratories and Computer laboratories for practical classes. Each classroom can accommodate around 80 students for teaching, meetings and seminars; there is also a large hall which can accommodate more than 800 persons at a time.

Computer Laboratories:

There is a modern central computer laboratory with advanced facilities and computers with high configuration of the latest generation with internet connections. There is staff to maintain the system and to provide technical assistance to the faculty members and students.

Laboratories:

The College has 23 labs for different Subjects; Physics (5), Chemistry (4), Botany (01), Zoology (04), Geography (02), Physical Education (01), B.Sc. Home Science (2), M.Sc. Home Science(2) and B.P.Ed. (2). All of these have been upgraded with advanced equipment and modern facilities. A modern computer laboratory with advanced facilities has computers with high configuration of the latest generation with internet connection.

Specialized facilities and equipment for teaching, learning and research:

Online & Offline journals are also available for access to students and teachers. There is a Museum in Zoology Department. A Botanical Garden, as a part of Botany Department, is also under consideration.

Seminar room:

There is one seminar hall with all modern facilities.

Conference Room and Auditorium:

College has an auditorium which can accommodate 800 persons at a time.

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.

Sports, Gymnasium, Outdoor and Indoor Games:

The College is well known for its sports activities. Students take part in Inter-college, Inter-University, State, National, and International level competitions for different events. The College has a large, well-maintained play-ground with a running track of 400 meter. We have a separate office for the Physical Education and Sports Department. The female students take equal interest in sports and take part in Intra and Inter College sports tournaments, and have made us proud by bringing medals home.

NSS:

One unit of NSS is running in the College for boys and girls. The unit has 100 students. The unit is presently working under the supervision of NSS programmme officer; **Dr. Babita Gupta**.

NCC:

A unit of 102 students, boys and girls, is available and working, smoothly under the leadership and coordination of **Dr. S.N Singh** and one other girls unit is also available under the supervision of Dr. Arunima Rani.

Public Speaking System:

The College is going to plan a public address system wherein speakers will be put in prominent places to cover the whole campus. It will be operated from the Principal Office.

Communication skills development:

Students are promoted to give seminars in classrooms and also present their views in front of an audience comprising teachers, students and staff, on occasions like Independence Day, Gandhi Jayanti and Republic Day; which helps them build self-confidence and groom their personality. English speaking classes are also conducted for students who are interested.

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 infrastructure facilities for academic activities are as per U.G.C. requirements. The classrooms are occupied from early morning till evening for teaching programs. The numbers of classrooms, laboratories, and staff rooms are sufficient to accommodate the needs of all students and teachers. The infrastructure of the College has continuously been in the process of augmentation to keep pace with academic growth.

Expenses on different head in last five years.

S. No.	Year	Facilities developed/Augmented	Amount
1	2012-13	Photo Copier Machine -02	2,55,152/-

		Computer sets-01	5,26,305/-
		Building	15,43,179/-
		Furniture	1,05,010/-
2	2013-14	Building	1,98,305/-
		Furniture	29,900/-
3	2014-15	Building	5,05,724/-
		Furniture	1,02,553/-
4	2015-16	Building	4,77,017/-
		Furniture	1,91,376/-
5	2016-17	Computers-17	2,82,200/-

The College has also planned to expand the building.

4.1.4 How does the Institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

There is one ramp facility on the ground floor for students with physical disabilities. For science students, all the laboratories are also on ground floor except Home Science. During the examination candidates with physical disability are allowed to sit at the ground floor.

4.4.5 Give details on the residential facility and various provisions available within them:

Hostel facilities for students are available in the campus with all the basic necessities.

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?

Medicines and emergency healthcare facilities are provided as and when required.

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, Placement Unit, Health Centre, Canteen, Recreational spaces for staff and students, safe drinking water facility, auditorium etc.

Different committees are made to address the needs and requirements of the staff, students and college. All of them are in functioning mode like-

Grievance Redressal Cell:

Grievance Redressal Cell has been working in the college. The cell successfully redresses the grievances of students if any arise. Efforts are made to take preventive measures in such a way that there might be no grievance to anyone.

Women's Study & Development Cell:

There is a Women's Study & Development Cell in the College. This cell care of the issues specifically related to female staff and students, if any arise. Efforts are made to take measures in such a way that women's study should go on smoothly and their development might be possible.

Career and Counseling Cell:

Counseling sessions are conducted regularly for students to provide them the information about the newest opportunities available for them in their subjects. Apart from the committee, the teachers feel their responsibility to keep guiding and motivating students in classes and keep them updated about the recent advancements and updates in the subjects, and also guide them for the entrance examinations and other competitive examinations of National level like NET, GATE and IAS, PCS, etc.

Canteen:

A canteen is available in the college which provides snacks, tea & coffee at subsidized rates.

Safe Drinking and Water facility:

Four -Five water coolers with purifiers are available in College. 24 hr water facility is available for students & staff

Placement Unit:

Career Counseling Cell has recently started to make contacts for placement facilities to students too.

Recreational Spaces for staff and students:

Indoor games facilities are available for recreational purpose.

4.2.1 Library as a learning resource:

Library provides vast resources including journals, text book, reference books, e-journals and e-books through N-list and N.D.L. for learning purpose.

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?

Yes, the library has a Library Advisory Committee comprising of the following members-

- All Head of the departments.
- Principal
- Members of the teaching staff
- Librarian
- Accountant

The committee is responsible for the effective & user friendly functioning of the library

The Committee that is working for the session 2016-2017 includes-

1	Dr. Rita Sharma	Principal	Chairman
2	Dr. P.K. Agarwal	Asso. Prof. & Librarian	Convener
3	Dr. Mukta Bansal	H.O.D. Pol. Sc.	Member
4	Dr. S.C.Varshney	H.O.D. Commerce & Coordinator (SFC)	Member
5	Dr. Saroj Gupta	H.O.D. Zoology	Member
6	Dr. Shuchi	H.O.D. Home Science	Member
7	Dr. Anjuli Khandelwal	H.O.D. Physics	Member
8	Dr. Sangita Singhal	H.O.D. Economics	Member

9	Dr. Arun Kumar	H.O.D. Mathematics	Member
10	Dr. Raj Kumar Agarwal	Prof. In-Charge Chemistry, Statistics and Computer	Member
11	Shri Basant Kumar	H.O.D. Drawing & Painting	Member
12	Dr. Alka Bansal	H.O.D. English	Member
13	Dr. Vandana Tyagi	H.O.D. Geography	Member
14	Dr. Niketa	H.O.D. Hindi	Member
15	Dr. Ajay Pal Singh	H.O.D. History	Member
16	Dr. Beena Agarwal	Prof. In-Charge Botany	Member
17	Dr. Vijay Laxmi	H.O.D. Sanskrit	Member
18	Dr. S.N. Singh	H.O.D. Physical Education	Member
19	D.K. Jain	Accountant	Member

Library Advisory Committee takes initiative for the development of library in all respects such as –

a) Allocation of library budget.

b) Policy making.

c) Proper utilization of funds.

d) Staff rectification and arrangement.

e) Books selection and weeding out

f) Decision on Publishers that supply the books to the College.

g) Effective use of library material and preservation of library documents.

h) Report of stock-verification.

i) To make the students aware about classification and cataloguing scheme.

j) To give CAS and SDI services.

k) Discussion on open access.

The library does act in keeping with all the objectives laid down by the father of library science Dr. S.R Rangnathan.

The College library always seeks to ensure better coordination among all stake holders in order to achieve perfectly user friendly existence and peaceful atmosphere. Among the significant initiatives implemented mention should be made of the subscription of the E-Journals and E-books through INFLIBNET.

4.2.2 Provide details of the following -

Total area of library (in sq. meter):   **-250.8 sq. mtr.**

Total seating capacity in library: **-100 Students at a time**

Working hours on working days, holidays, before examination days, during examination days and during vacation.

The library remains open on all working days from 09:30 A.M. to 4:30 P.M.

During vacation:- 9:00 A.M. to 2:00 P.M.

Layout of the library:

Library has ample space and it is running on three floors including reading rooms on Ist Floor especially one room for Teachers & Research Scholars & one for students. Library has specious hall for guest lectures and seminar too.

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.

The College Principal allots library grant on behalf of the management to each department. Subject specialists or Heads of the departments provide names of the latest titles based on the demand of students and research scholars. After the selection of appropriate books related to all subjects, Library Advisory Committee invites the quotations from reputed publishers for supply of books in College library according to (G.O. 1984) www/fpbai.org (Federation of Publisher and Bookseller Association in India 1984) (G.O.C - Good office Committee). College librarians, with HOD's of all the departments, often visit National and International book fairs at pragati maidan, New Delhi for the purchase of books.

The amount spent during last four years is shown as under-

Particulars	2013-14		2014-15		2015-16		2016-17	
	No.	Cost(Rs.)	No.	Cost(Rs.)	No.	Cost(Rs.)	No.	Cost(Rs.)
Text Books & Reference	1280	243072	190	50404	28	6961	321	62341
Journals , News papers	08+11	49715	18+11	52991	01+11	21876	11	22295
E-Resources	-	-	01	5000	01	5725	01	5750

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

No ICT tools deployed as yet, though proposed.

OPAC	YES
Electronic Resource Management package for e-journals	The N-List

Federated searching tools to search articles in multiple databases	-
Library Website	Proposed/In-Process
In-house/Remote access to e-publications	The N-List
Library automation	Complete With SOUL Software
Total number of Computers to public access	Two
Total number of Printers to public access	One
Internet band width/speed	100 Mbps
Institutional Repository	-
Content Management system for e-learning	-
Participation in Resource sharing networks/consortia (like Inflibnet)	IN

4.2.5. Provide details on the following items:

(2015-2016)

Average number of walk-ins	100
Average number of books issued/returned	155
Average number of books issued/returned	155
Average number of books added in the last three years	30
Average number of login to OPAC	To be Started
Average number of login to e-resources	NIL
Average number of e-resources downloaded/printed Number of information literacy trainings organised	NIL
Details of "weeding out" of books and other materials	6995 Books

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

Manuscripts	NO
References	YES
Reprography	YES
ILL (Inter Library Loan Service)	NO
Information deployment and notification	YES
Download	YES
Printing	YES

Reading list/Bibliography Compilation	YES
In-house/Remote access to e-resources	YES
User Orientation and awareness	YES
Assistance in searching Databases	-
INFLIBNET/IUC facilities	N-List Program

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

The library has an all out attitude to support the users, and make their visit to the library more fruitful. It offers them

- Disciplined and competent staff.   -   YES
- Ready access to information.   -   YES
- Help in finding the books on the shelf.   -   YES
- Facility to consult reference books in the library itself.-   -   YES
- Separate counters for boys and girls.   -   YES

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

The library has no special arrangements for visually/physically challenged users.

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 library services?)

Library maintains a register where students and teachers can record their suggestions and grievances. This register is reviewed by the library committee. College also gets general feedback about the administration, teaching learning process including the facilities provided by the library to its users. On the basis of the feedback, the Principal and librarian take necessary action to improve the condition.

4.3IT INFRASTRUCTURE:

4.3.1 Give details on the computing facility available (Hardware and Software)

4.3.1.1 Number of computers with configuration (Provided actual number with exact configuration of each available system).

S.No.	CPU(GHz)	RAM	HDD(GB)	Monitor(Inch)	QTY.	PLCE
1	Intel Pentium -2.00	1 GB	250 GB	18.5	1	CS Lab
2	Intel Pentium -2.00	1 GB	250 GB	18.5	1	CS Lab
3	Intel Pentium -2.00	1 GB	250 GB	18.5	1	CS Lab

4	Intel Pentium -2.00	1 GB	250 GB	18.5	1	CS Lab
5	Intel Pentium -2.00	1 GB	250 GB	18.5	1	CS Lab
6	Intel Pentium -2.00	1 GB	250 GB	18.5	1	CS Lab
7	Intel Pentium -2.00	1 GB	250 GB	18.5	1	CS Lab
8	Intel Pentium -2.00	1 GB	250 GB	16	1	CS Lab
9	Intel Pentium -2.00	1 GB	250 GB	16	1	CS Lab
10	Intel Pentium -2.00	1 GB	250 GB	16	1	CS Lab
11	Intel Pentium -2.00	1 GB	250 GB	16	1	CS Lab
12	Intel Pentium -2.00	1 GB	250 GB	16	1	CS Lab
13	Intel Pentium -2.00	1 GB	250 GB	16	1	CS Lab
14	Intel Pentium -2.00	1 GB	250 GB	16	1	CS Lab
15	Intel Pentium -2.00	1 GB	250 GB	16	1	CS Lab
16	Intel Pentium -2.00	1 GB	250 GB	16	1	CS Lab
17	Intel Pentium -2.00	1 GB	250 GB	16	1	CS Lab
18	Intel Pentium -2.00	1 GB	250 GB	16	1	CS Lab
19	Intel Pentium -2.00	1 GB	250 GB	16	1	CS Lab
20	Intel Pentium -2.00	1 GB	250 GB	16	1	CS Lab

4.3.1.2 Computer Student Ratio:
01 computers are available for 02 students in the computer Lab.

4.3.1.3 Stand Alone Facility:

S.No.	Facility
1.	FAX Machine
2.	Photo Copier

4.3.1.4 LAN facility:
All computer systems are connected through PPPoE (Point to Point Protocol over Ethernet) configuration with wired LAN network.

4.3.1.5 Wi-Fi Facility:
Wi-Fi facility is available in the College campus in a defined and limited area.

4.3.1.6 Licensed Software:
We have purchased Dream Spark Premium from Microsoft.

4.3.1.7 Number of Nodes/Connected with internet facility:
Numbers of Nodes Connected with internet – Twenty nodes are connected with Internet Facilities.

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

The computer and internet facility are made available to the faculty members and students through on the campus:

NRC (Network Resource Computer)

The computer and internet facility are made available to the students of B.Sc. (Computer Science) in CS - LAB

Off-Campus:

The users who are registered to login for N-LIST programme of INFLIBNET enjoy off campus facility too.

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

Faculties are promoted to attend workshops and seminars to update themselves with the newest technology and apply it in the College. They are asked to submit requisition for the advanced techniques that they wish to apply which are taken into consideration by the management on priority.

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 College(year wise for last four years).

Details on annual budget for procurement, upgradation, development and maintenance of computer (Year wise for last 4 years)

The college bought 17 computers during 2016-17 as follows:

2016-17

S.No.	Name and Details of Articles	Date	Amount (in Rs.)	No. Received
1	Shubha Technology	September 2016	2,82,200	17
			Total=	17

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

Information and communication technologies (ICT)

The College adopts policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are partially available in the College for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues. The College deploys and employs ICTs for a range of

activities. The College facilitates ICT resources such as Projectors, Smart Interactive Board, Audio, Computer, Laptop, Internet etc.

The College has extended the use of ICT resources, and availability of computer aided teaching learning material by establishing a Network Resource Centre in the College. Access is open to both, faculty and students. This has emerged as a major catalyst as well as a forum for ICT usage in the College.

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.

The College has initiated the process of introducing Smart Classes. Access to learning resources for the teachers has been provided through Network Resource Centre. This centre is equipped with two advanced all in one PC and a print-scan copier. Internet connectivity is provided through BSNL Broadband.

The institute has acquired membership of the Electronic Journal facility through N-LIST programme of INFLIBNET centre of UGC. The login facility has been provided to teachers as well as students.

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?

Presently the College facilitates access to all kind of knowledge available at internet. The College is going in for SOUL for its library. The Link to UGC repository of Ph.D. theses "SHODHGANGA" has been provided at the home page of our College website.

4.4 Maintenance of Campus facility:

A committee for the maintenance of Campus goes on working throughout the year. It comprises the Principal, senior faculty members and a member of the managing committee.

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 last four year)?

	Items	Years (Rs)			
		2012-13	2013-14	2014-15	2015-16
a.	Building	15,43,179/-	1,98,305/-	5,05,724/-	4,77,017/-
b.	Furniture	1,05,010/-	29,900/-	1,02,553/-	1,91,376/-
c.	Office	92,133/-	83,146/-	72,713/-	1,47,624/-

	expenses			
Total (a+b+c)	17,40,322/-	3,11,351/-	6,80,990/-	8,16,017/-

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

The facilities are regularly checked by the Principal and members of the Management. Renovation is done as and when required with immediate effect. Every year each department is asked to submit the individual requirements, and as decided by the authorities the demands are fulfilled.

Equipments are checked for their performance before the start of every new session. Errors are corrected or the equipments are changed.

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

The College has well trained staff to take care of all the equipments/instruments so that no scope for mishandling is left. However, if some variations from the norms of precision are noticed, immediate steps are taken to rectify the errors.

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

Among the major steps taken for location, upkeep, and management of sensitive equipment, the College has been using the following:.

- The College has got one generator set with capacity of 35 KVA to maintain continuous and constant power supply. Four small generators are available separately for Office also.

- The College has got 3 submersibles for maintaining continuous water supply in the College campus and the sports field.

- The UPS facility is available with all systems in the College.
- The College provides pollution free environment by maintaining greenery, and limiting parking spaces near the gate & roadside location.

- Glass cases are there to protect sensitive instruments.

- The College has adequate & competent staff to maintain all these facilities.

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