



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 Management and Principal together take decisions about modifications to be done in the existing infrastructure or the new to be added. These decisions depend on the demands that arise in the teaching learning process and the funds that are available in every financial year. The managing committee supports growth of the institution and create facilities as well as provides necessary infrastructure to enhance teaching learning.

The Management sought the opinion of the students and faculty to determine the required facilities. The need for space in canteen and an area for practice for cultural events and sports emerged. Senior staff was involved in meetings with the Architect for modifications to be undertaken.

4.1.2 Detail the facilities available for:

- 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.**
- 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.**

Table 4.1: Floor wise details: The college is a five floor building:

Floor	Facility
Ground Floor	Waiting Area with sitting space; Enquiry counter; Principal's Room Management Room; Administration Office; Staff Room; Meter Room(Peon room); Wash Room (students and non-teaching staff); IQAC Room; Two Record Rooms; Fitness Centre; Sports Room; Students common Room.
First Floor	Food Laboratory; Textile Laboratory; Fashion Designing Laboratory; Library, 2 Record Rooms; Reading Room for Staff and Students.
Second Floor	6 Classrooms; Psychology department laboratory; 1 NSS Room; 1 Record Room.
Third Floor	7 Classrooms; 1 Computer laboratory; 1 Examination Room; 1 Store Room.



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Fourth Floor	Interior Designing laboratory; Seminar Hall; Counselling Room; 2 Classrooms; 1 Food laboratory; 1 Store Room.
Fifth Floor	7 Classrooms; 3 Computer laboratories; 1 O.M. Room; 1 T.T. Room; 1 Language laboratory; 1 Counselling Room;

Table 4.2: Curricular and Co-curricular facilities

Facility	Description/ Equipment
Total Classrooms 24 (Accommodates 2500 students)	<ul style="list-style-type: none"> • 16 Air Conditioned classrooms • Large classrooms accommodate 130 students. • Small classrooms accommodate 40 students. • White boards have been added in the classrooms. • One dedicated classroom with 32 type writers for students of Office Management and Secretarial Practice • One dedicated class room for Travel and Tourism students
Laboratories	<ul style="list-style-type: none"> • Two well-equipped Food and Nutrition laboratories have refrigerators, ovens, microwave and a chiller. There are a total of 48 gas connections in two laboratories. • One well equipped laboratory for Dept. of Psychology to conduct experiments and practicals. • One Textile Laboratory with 11 sewing machines and 10 drafting tables. One Fashion Designing Laboratory with 8 Juki machines, 10 Drafting tables and Two Mannequins. One Interior Design Laboratory with 24 Drawing tables. • One Language laboratory, Dept. of English with Lotus Software
Computers with internet facilities	<ul style="list-style-type: none"> • Four computer laboratories • One Computer in Psychology Lab • One Computer in staff room • 22 computers in the Library • One Computer in the Examination room • One computer in the NAAC room • 12 computers in the Office
Library	<ul style="list-style-type: none"> • Two reading rooms for students and one separate reading room for the staff



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	<ul style="list-style-type: none"> • One photo copy machine • One LCD projector • INFLIBNET • OPAC • PT scanners for computerised stock taking, Barcode printer and scanner, Label printer, USP power backup • Web camera • Two record rooms for bound volumes of journals, book bank collection and unbound issues files and maps.
Seminar hall	<ul style="list-style-type: none"> • Air conditioned hall for hosting conferences, seminars, Orientation programmes and other activities conducted by the college with a capacity to seat 200 people
Specialised Facilities	<ul style="list-style-type: none"> • One Air conditioned Examination room with the following facilities: Riso printer, One computer with internet facilities
Teaching learning and other equipment	<ul style="list-style-type: none"> • 5 laptops • 14 LCD projectors • One Photocopy machine • Free internet facilities • One Fax machine • Two Public address system • Five telephone lines and 23 EPABX connections • One CD player • Eight OHP • One DVD player • Three Tape recorders • Digital camera • Microphones

Table 4.3 Extra-curricular Activities

Activities	Facilities
Sports Cultural events Other functions organised	<ul style="list-style-type: none"> • Open space in front of the college foyer, the backyard of the college, Amphitheatre with circular sitting arrangements and a common playground shared with the Shree Chandulal Nanavati Vinay Mandir School are used by students to practise for cultural events, sports, Annual day and for



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	<ul style="list-style-type: none"> organising DJ party, Farewell function, Women's day celebrations and street plays. Sports equipment for Outdoor and Indoor games: Badminton racquets, Cricket kit, Volleyball, Malkhamb rope, Table tennis bats, Carrom board
Students common room	<ul style="list-style-type: none"> It is used by students
Fully equipped Gymnasium	<ul style="list-style-type: none"> Gymkhana facilities are free for college students and staff twice a week from 10.00 am to 3.00 pm.
NSS Room	<ul style="list-style-type: none"> One computer cupboards
Counselling Facilities	<ul style="list-style-type: none"> '<i>Evolve</i>' counselling centre is available for student support and has necessary testing material. Besides a Counselor also visits the college twice a week and a room for it is allotted on the fifth floor.
Health and hygiene	<ul style="list-style-type: none"> A Lady Doctor visits college once a week. The counselling centre doubles as Health centre and has a bed

- At the gate, there is a security cabin. The cabin has an intercom facility. The security also maintains a register of in/out details of visitors.
- The college has a well maintained garden with some rare trees.
- The canteen is adjoining to the parking area which is also connected from the backyard. This has created open space for the students to sit, eat and also study.

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).

Optimal utilisation of infrastructure is ensured in the following manner:

- The college has a Time Table committee which ensures that all rooms are utilized. Senior college works from 7.30 am followed by TCLV junior college from 11.20. Dr BNCDC occupies the time slot of 1 pm onwards. The college functions till 5.45 pm.



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- College rents out rooms on Sundays and holidays to other professional and management institutions such as Actuarial science, Institute of Technology and Management, etc. to conduct classes, examinations etc.
- IGNOU classes were held on Saturdays and Sundays.
- College foyer and seminar hall are used for putting up exhibitions and stalls.
- To ensure that every teacher and committee has a locker and to create a clear demarcation of space for junior college Vice Principal and Degree College Supervisor, the IQAC undertook a project 'Systematic Use of Space and Resources – Staff Room and Locker'. After the completion of the project all teachers and committees had a locker and a clearly demarcated space was created for the Degree College Supervisor and Junior College Vice Principal. On the basis of this project the college participated in BEQET and won the consolation prize.
- Master plan of institution attached.

The college has augmented / added the following facilities at a total cost of Rs. One Crore:

- An amphitheatre with circular seating arrangement was constructed in the backyard of the college. This facility is used for organizing farewell function for students, practice for cultural events, recreation and also to study by the students.
- The canteen was redesigned and relocated to increase the seating capacity.
- A Badminton Court created in the backyard.
- A pantry for the staff was developed.
- 'Serenity' space created in the backyard for conducting meetings and is also used for catering during functions organised by the college.
- A well maintained garden along the sides of the above mentioned spaces was created.

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

The institution provides the following-

- Permission to use the elevator.
- A ramp near the steps of the entrance to the building, having steel side railing for support.

4.1.5 Give details on the residential facility and various provisions available within them.

College caters to local students and therefore does not have residential facilities.



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?

For Students:

- The College has appointed a lady Doctor who is available in the college for consultation once a week (Tuesday) from 12.00 to 2.00 pm.
- Health awareness is created among students by conducting talks on various health related issues
- Thalassemia, Anemia check-ups, Rubella vaccination and Blood donation camps are organised.
- First aid boxes are available with NSS Cell, in the Sports Room, Food laboratory and the staff room and are used by students, teachers and non-teaching staff.
- Washrooms are available for students on each floor.
- Water purifiers and coolers are provided on every floor to ensure potable drinking water.

For Staff:

- Separate washrooms are provided for ladies and gents.
- Health check-ups are organised for students and staff. For example, Haemoglobin testing.
- Workshops on general health, arthritis/ Bone health with Physiotherapy advice have been conducted for staff.

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.

The management has provided special rooms as well as infrastructure wherever possible. Details are as follows:

- IQAC: A separate NAAC room has been allotted with Computer facility on the ground floor. IQAC meetings are held in the Principal's room or Management Room.
 - Counselling Cell: 'Evolve' the counselling centre provides counselling to the students.
 - Placement Cell: Organises career fair in the backyard / open space in the front of the Foyer. Interviews are held in the seminar hall.
 - Health Centre : A lady doctor visits the college
 - Canteen: Located on the ground floor is available for staff and students. Besides, a kitchenette facility with one microwave oven, refrigerator and induction cooker is provided for staff in the backyard.
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- Recreational space for students: There is a common room for the students, the Amphitheatre and the open space in front of the college foyer which is used by the students.
- A common playground is shared with Shree Chandulal Nanavati Vinay Mandir School. It is used for sports, cricket practice, DJ party, Garba etc.
- Staff: There is a staff room and 'Serenity' space in the backyard for the teachers.
- Gymnasium: A well-equipped gymnasium which students and Staff are allowed to use two times a week.
- Safe drinking water facility: Water purifiers and cooler are available on all the floors. There is one additional water cooler in the pantry for the staff.
- Seminar Hall: Air conditioned seminar hall with seating capacity of 200 people is available on the 4th floor.

4.2 Library as Learning Resources

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

Yes, library has an active advisory Committee. The library advisory committee consists of the Principal, Librarian, Supervisor of Degree College, Vice Principal of Junior College, IQAC Coordinator, Heads of Departments, Coordinator of B.Com (AFI), BMS and Dr. BNCDC

Significant initiatives implemented by the library are as follows:

- The college library has an up-dated collection of books, journals, magazines and other resources to support all the courses offered in College and satisfy information needs of stakeholders.
- Computerization in the Library
- Increase in book bank facilities
- Policy for weeding out of books and other materials
- Subscription of N-List
- Addition of facilities in the library e.g. Air Conditioner, Printers, Barcode Scanners, Computers, LCD Projector, Barcode printers w.e.f. 2013.
- Allocation and utilization of available budget to procure resource materials to meet knowledge and information needs of all stakeholders and beneficiaries.



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4.2.2 Provide the details of the following:

- **Total area of the Library** (Main Library + Reading Room) =405.82 Sq.Mts. (4368.18 Sq. ft.)
- **Total Seating Capacity** = 112 students (68 students in Main Library and 44 students in Reading Room).
- **Working Hours(on working days, on holidays, before examination days, during examination days, during vacation)**
 - Monday to Friday: 7.30 a.m. to 5.30 pm
 - Saturday: 7.30 a.m. to 2.00 pm
 - During Vacation: 9.00 a.m. to 5.00 p.m.
- **Layout of the library:** individual reading carrels, lounge area for browsing and relaxed reading, IT Zone for accessing e-resources. (Library Layout enclosed in College Plan).

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 last four years.

The library follows the following mentioned methods for purchasing new titles (Books, Journals and E-Resources)

- The library procures all titles recommended in the syllabus prescribed for various courses offered.
 - The library procures the recommendation from teachers through recommendation forms.
 - The teachers are also permitted to get the new titles by themselves directly as and when they visit exhibitions, seminars, and workshops. They are reimbursed through library allocated budget.
 - Library procures books on approval from various publishers and vendors as per the need of the courses / subjects offered by the College. The Librarian intimates teachers to approve titles and make recommendations. The approved resources are added in the library collection.
 - The librarian extracts information through various bibliographical tools like:
 - Catalogues from Publishers
 - Book reviews and write-ups on journals extracted from issues of journals, periodicals, newspapers.
 - Visiting Book Exhibitions
 - Online catalogues of other libraries
 - Publishers websites
 - Websites of Governmental Agencies
 - Online Shopping Sites for e.g. Flipkart
 - Book Distributors
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Table 4.3: Details of Library Holdings

Library Holdings	2011-12		2012-13		2013-14		2014-15	
	No.	Total Cost	No.	Total Cost	No.	Total Cost	No.	Total Cost
Text Books	221	30,738	61	22,935	416	1,11,559	420	95,341
Reference Books	223	1,41,445	269	1,10,793	261	1,57,773	445	1,76,155
Journal/ Periodicals	71	39,555	86	57,998	82	1,12,503	89	59,372
E-Resources	8	2,301	4	2,349	-	-	-	-

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

- **OPAC:** Yes
- **Electronic Resource Management package for e-journals:** Yes
- **Federated searching tools to search articles in multiple databases:** Yes
- **Library Website:** We do not have a separate library website
- **Library Automation:** Yes
- **Total number of computers for public access:** 12
- **Total numbers of printers for public access :** 2 Printers
- **Internet band width/speed:** 2 Mbps
- **Institutional Repository:** Yes
- **Content Management system for e-learning:** No
- **Participation in Resource sharing networks/consortia (like INFLIBNET):** Yes

4.2.5 Provide details on the following items:

- **Average number of walk-ins:** 40 students per day
- **Average number of books issued/returned :** 25 books per day
- **Ratio of library books to students enrolled :** 50:1
- **Average number of books added during last three years:** An average of 478 books per year was added in the last 3 years.
- **Average number of login to (OPAC):** 107 students
- **Average number of login to e-resources:** 33 users accessed N List database in last 3 years.
- **Average number of e-resources downloaded/printed:** NA



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- **Number of information literacy trainings organized:**
 - N-list training for faculty member was organized in January 2012.
 - In-house computer training was given to library attendant in February 2011.
 - OPAC
- **Details of “weeding out” books and other materials:** Total no. of books withdrawn in the last five years: 1097

4.2.6 Give details of the specialized services provided by the library

- **Manuscripts:** Nil
 - **Reference:** The library provides this facility as per the user demands.
 - **Reprography:** Library has a photocopy machine which helps to provide reprographic services to students at a nominal charge (0.50 paise per page).
 - **ILL (Inter Library Loan Service):** Our college library is associated with other libraries to exchange the books on need basis- SNTDWU, Juhu Branch and ST. Teresa Institute of Education, Santa Cruz
 - **Information deployment and notification (information deployment and notification):** Organizing book exhibitions, Orientation for senior and junior college students, Display of Library materials, N-list training, Sending content page of journals to faculty, Sending bibliography to departments
 - **Download - NA**
 - **Printing:** This facility is offered to library users at the following cost- colour printouts Rs.15/-; Black and White: Rs.5/- per page. 2656 printouts were given to library users and Rs. 14530/- has been generated in the past 5 years.
 - **Reading list/Bibliography compilation:** Annual compilations of reading list are prepared by the library staff and given to faculty members as per demand. Bibliography of novels prepared and kept at circulation counter.
 - **In-house/remote access to e-resources:** Eight online journals subscribed by Library and faculty get an access through login id and password.
 - **User Orientation and awareness:** The Librarian orients fresh students and teachers about the available collection, services offered, various sections of the library and how to use them.
 - **Assistance in searching databases:**
 - Helping the students for their project work by searching library books through library database.
 - N-List Searching.
 - **INFLIBNET/IUC facilities:** Library accesses INFLIBNET bibliographic database resources (N-List)
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4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the College:

- Library Orientation for students on usage of library.
- Annual book exhibition organised for library users.
- Free internet facilities.
- Separate reading room for students and staff.
- Assistance provided to students for their project work.
- OPAC facilities.
- Display of books during seminar and conferences.
- Books issued to students for home reading.
- Fifteen books are issued to teachers at a time. HODs are given more than 15 books on request.
- Newly added books, Journals/Periodicals, E-resources are displayed in recent additions cabinet.
- Photocopy of content page of latest issues of journals is emailed to every department /subject /activity head, a hard copy is also given to them.

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

Library staff helps such students by providing library material to them as an when they require.

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?)

- College students give their suggestion in the suggestion box. Suggestions are analysed by the library and efforts are made to implement them.
- Suggestions given by Library Advisory Committee are also implemented.

4.3 IT Infrastructure

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



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- **Number of computers with Configuration (provide actual number with exact configuration of each available system)-**

Table 4.4: IT Infrastructure

24 computers with the following configuration in room 5.8	LCD Acer- 15, Processor- Intel core 2 duo, Ram-DDR (1 GB), HDD- SATA 160GB, Keyboard- Logitech 24, Mouse- Logitech 24
11 computers with the following configuration are in room 5.6	LG LCD - 15, Processor- Intel core 2 duo, Ram-DDR (2 GB), HDD- SATA 250GZ, Keyboard- Logitech 11 + minicom 1, Mouse- Logitech 10+ 2 intex, CD rom- 2, Printer -1, DVD Writer-6, Speaker-1, Scanner-1
Examination room computer configuration	LCD LG – 19”, Processor- Pentium dual core, Ram- 1 GB, HDD- 160 GB, Keyboard and mouse- Logitech, DVD- LG, Printer –Canon LBP 2900, Dot Matrix Printer, Epson LQ1150
NSS room computer configuration	LCD – 15” CRT, Processor- Pentium dual core 3.00 GHz, Ram-2 GB, HDD- 500 GB, Keyboard and mouse- iball, DVD Writer-1, Printer –Canon LBP 2900
Psychology laboratory computer configuration	LCD – 15”, Processor- Intel atom, Ram-2 GB, HDD- 500 GB, Keyboard and mouse- iball, External Hard Disk Drive 1TB.
10 Computers in Library	LCD- 15’ LG, Samsung and Acer; Processor- Intel Pentium dual core 2.5-3.07, Ram- 1-4 GB; HDD- 80-500GB; Keyboard- Logitech; Mouse- iball; DVD writer - 7,1 CD ROM, Printers – 4, Barcode Printer - 1, Bar Code Scanner-7
8 Computers in Library (Cyber Space)	LCD- 15’ LG, Processor- Intel atom 1,8GHz; Ram- 2GB; HDD- 500GB; Keyboard- iball; Mouse- iball.
4 Computers in Library (Reading room)	LCD- 21’ Samsung, Processor- Intel dual core 2.05GHz; Ram- 1GB; HDD- 160GB; Keyboard- Logitech; Mouse- Logitech, DVD writers -2, printer-1
12 computers in Office	LCD – 15” Samsung and Acer ; Processor- Inter Core 2 Deo 2.10- 2.93 ghz; Ram- 2-4GB; HDD- 250-500GB; Keyboard- Logitech, iball, Microsoft; Mouse- iball; DVD writer- 11.
10 computers in language laboratory	LCD LG – 19”, Processor- Pentium dual core 2.70- 3.0 GHz, Ram-1 -2 GB, HDD- 250-500 GB, Keyboard and mouse- Logitech, iball. DVD Writer - 6, Speaker- 1
1 computer in staff room	LCD LG – 15”, INTEL PENTIUM CPU 2.70 GHz; Ram- 2 GB; HDD- 250 GB; Keyboard and mouse- Logitech; DVD writer- 1 and Printer –Canon LBP



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	2900.
10 computers in laboratory 5.12	LCD LG, Processor- Pentium Dual core 2.80 GHz; Ram- 4 GB; HDD- 500 GB; Keyboard and mouse- iball, DVD Writers – 2, Speaker -1
32 computers in laboratory 3.8	LCD- Samsun g; Processor- Intel core I 3 3.30 GHz; Ram- 4 GB; HDD- 500 GB; Keyboard and mouse- iball, Printer – HP Laser P1107, DVD writers-4.
1 computer in IQAC room	LCD LG, Processor- Intel Pentium 3.00 GHz; Ram- 4 GB; HDD- 500 GB; Keyboard and mouse- iball, DVD Writer-1.

- **Computer-student ratio-** 1:10
- **Standalone facility-** available
- **LAN facility-** Available in office and library
- **Licensed software-** we have 3 licensed software's Tally, Quick Heal and Libex.net
- **Number of nodes / computers with Internet facility-** 126

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

Faculty:

- College has provided one computer in staffroom with internet and printer facility.
- Library Staff Reading room also has a computer with internet facility.
- Wi-Fi connection in the staffroom allows teachers to use laptops/ Tabs.
- Computer labs which are open for staff to use anytime.

Students:

- The college has initiated an online computer course for students. The students are permitted to use computer and internet facility.
- College has four computers laboratories for students and one language laboratory all having internet facility.

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

In line with the vision and mission of the institution, Principal and Management take a keen interest in up gradation of IT infrastructure, learning resources and other infrastructure. A yearly budget is prepared by the Principal after Management approval and she allocates funds to necessary areas. Expenses incurred in the previous year are taken into consideration for the future budget. Financial assistance received from State Government, UGC, and other schemes of the UGC are considered in the budget. Whenever the grants are delayed or not obtained the management supplements the deficit.



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).

Depending on the UGC grant available to the institution, each year the provisions differ. The utilisation of these funds is given below.

Table 4.5: Utilisation of Funds

Particulars	2010-11	2011-12	2012-13	2013-14	2014-15	Total
Computers	72,000	-	8,52,730	1,34,000	-	10,58,730
Computer Accessories	2,71,680	-	2,83,075	94,400	-	6,49,155
Printers	19300	46,725	3,870	-	-	69,895
Scanners	-	-	45,000	-	-	45,000
Lap top	-	-	-	-	21,000	21,000
Maintenance	21,210	10,860	-	-	23,135	55,224
Purchase/ Up gradation of Computers NRC merged scheme	87,280	12,800	-	-	-	1,00,080
Total	4,71,470	70,385	11,84,675	2,28,400	44,154	19,99,084

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?

Following facilities facilitate use of ICT resources- Free internet, INFLIBNET and OPAC, CPU boxes, Camera- video and still photography.

The computer laboratories are utilized by the teachers and students for browsing various projects, studies etc.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to online 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 collaborates with MOOC academy to provide 100 hours of computer training to the students
- Yahoo groups, Google groups and Facebook are used for learning and communication
- PPTs are made by the students
- Departments screen films related to their subjects



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

College had obtained a Virtual private Network from the ministry of HRD in 2010. However due to poor connectivity, it was discontinued in 2011.

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 last four years)?

Table. 4.6: Financial resources for maintenance and upkeep of different facilities.

Particulars	2010-11			2011-12		
	Allocation	Utilization	Upgradation	Allocation	Utilization	Upgradation
Building	350400	350400		350400	350400	
Furniture	210000	30148.75		205000	122907	
Equipment	610000	1019684	87280	620000	677786.75	12800
Computers	90000	90460		85000	92620	
Vehicles						
Any other	480000	648694.6		899000	1107025.5	
Particulars	2012-13			2013-14		
	Allocation	Utilization	Upgradation	Allocation	Utilization	Upgradation
Building	350400	350400	6450000	85400	350400	
Furniture	95000	162778.37		470000	247293	187769
Equipment	4660000	2059582	20288	675000	600855	5700
Computers	110000	253513		120000	190105	
Vehicles						
Any other	1807000	2203230		1880000	2017313	227984



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

Departments are responsible for maintenance and service of laboratory equipment.

Following table shows other maintenance contract details-

Table 4.7: Maintenance Contracts:

Name of Agency	Purpose	Contract Period
Superior Electronics Systems	Photocopy	Annual
Neha Exotics	Gardening	Annual
Super Security	Security Guard	Annual
Satguru Enterprises	House keeping	Annual
Boond	Aqua guard	Annual
Ambit Enterprise	Fax	Annual
Cool Craft	Air conditioners	Annual
Khodiar Fire and Safety	Fire Extinguisher	Annual
Excel Lift	Lift	Annual
Jayanti Enterprises	Printer	Annual
Comp-ETC	Computer	Annual
Tally Solution	Tally	Annual
Comp-ETC	Quick Heal antivirus	Annual
UNICOM Infotel Pvt Ltd	Riso Printing	Annual
Laizer	Intercom	Annual
Juki	Sewing Machine	Annual
Prinz services	Type writer	Annual
Pest Mgt Control	Pest control	Annual
Rashmi Gas Service	Gas	Twice a year
Tulshankar	Printing once	2-3 years
J.B. Enterprises	Water Cooler	Annual
Harishchandra Electricity	Electrical Maintenance	Annual
Pinach	LCD, OHP, Microphone	Annual
Libex.net	Library Software	Annual

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

The college is a non-science institution and therefore calibration or precision is restricted to the Fashion Designing course. The Juki machines are serviced every month to maintain stitch quality, machine belt tension level and other parts.

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

Voltage stabilisers are used for computers and constant water supply is ensured for Food and Nutrition laboratory. The college is an Arts and Commerce college, we do not have any research laboratory.



Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

Other Specialized services offered by Library

- **Book Bank facilities:** This service is specifically for need cum merit base. Students are allowed to take maximum 5- 6 books for each Semester. A nominal amount of Rs. 250/- is charged from the students of Junior college. Senior College (aided and Self-Financed) and post graduate students pay Rs. 500/- as a security deposit.

Details of donations used only for Book Bank Facilities: Interest of Rs.10,193.50 received from Haren and Pushpa trust from which 38 books were purchased for Book Bank during the period 2009-15. Received Rs. 2739 /- from PTA from which 10 books were purchased during 2009-12. Twenty one books worth Rs.2289/- were purchased from the donation received from Smt. Usha Parekh. Twenty eight books worth Rs.3919 were purchased from MNAA funds in the year 2009-10. Donation of Rs. 1, 41,759 /- was received from Rotary club of Bombay Airport. This donation was used to purchase 532 books during 2013-15. With UGC book bank fund 96 text books were purchased and Rs.14, 862 /- was spent in last six years. A total of 195 students have benefitted till date.

- **Guest membership:** Guest Membership is offered by the library to PTA members, members of neighbourhood areas, Ex-students, retired teachers. They are charged Rs.500/- deposit and Rs. 200/-reading charges per year. Currently library has guest membership of 40 users.
- **Sale cum Exhibition of Withdrawn Books:** Library withdrawn materials were displayed for sale with 80% discount.
- **Minor / Major Research Book Collection:** A total of 296 books were submitted by teachers on completion of major/minor research which were bought under the grant.