

4. CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1. Physical Facilities

4.1.1. How does the College plan and ensure adequate availability of physical infrastructure and ensure its optimal utilization?

The College follows a definite system in planning and ensuring the availability of physical infrastructure and its optimal utilization.

- Whenever a major infrastructural change or addition is required the College administration does the planning in consultation with the teachers' council and Governing Body of College.
- In case of departments the requirements are placed before the College administration which examines the feasibility of the proposal and takes a decision in consultation with the accounts and maintenance department.
- In case of equipment and furniture the Department concerned places the requirements before the College administration which takes the decision after examining the feasibility of the proposal, particularly its financial aspects.

The Department is primarily responsible for ensuring the optimal utilization of the physical infrastructure. The College administration sees to it that proper utilization is being made of the facilities which have been provided.

4.1.2. Does the College have a policy for creation and enhancement of infrastructure in order to promote a good teaching-learning environment? If yes, mention a few recent initiatives.

- ❖ The College follows as a general policy that the best is made available to enhance the teaching-learning environment. Guided by this policy the College has made use of the funding avenues which include the following:
 - Development and maintenance with 15 merged schemes from UGC 11th plan
 - Financial assistance for Basic Scientific Research and Development from UGC
 - Additional assistance for promotion of Science Teaching and Research
 - Grant received as College with Potential for Excellence (CPE).
 - Financial assistance for building construction received from the Department of Higher Education, Government of West Bengal.
 - Financial assistance from State Assessment Council (SAC)
- ❖ Some of the recent initiatives taken by the College for enhancing infrastructural facilities are :
 - ICT enabled classrooms with the following facilities have been introduced:
 - ✚ Multimedia projector

- ✚ Document camera
- ✚ Electronic board
- ✚ Overhead projector
- ✚ Audio system
- Modernization of the laboratories of the Departments of Industrial Chemistry and Applied Chemistry
- Partial Digitization of the Central Library
- Construction of air conditioned Asha Jyoti conference hall
- Construction of a new workshop for the Department Industrial Chemistry

4.1.3. Does the College provide all departments with facilities like office room, common room, separate rest rooms for women students and staff?

- There is one teachers' common room in the main building
- There are seven departmental teachers' common rooms for the following departments: Physics, Chemistry, Mathematics, Computer Science, Microbiology, Industrial Chemistry and Sanskrit
- There are six departmental cubicles for following departments: Bengali, English, History, Philosophy and Political Science
- These are equipped with desktop, laptop and internet facilities.

4.1.4. How does the College ensure that the infrastructure facilities meet the requirements of students/staff with disabilities?

- ❖ There are three ramps to enable physically challenged persons to enter the main building.
- ❖ The college has also submitted a proposal to the State Planning Board for installing an elevator in the main building.
- ❖ Differently challenged students are provided accommodation in the ground floor of the hostels and generally the rooms have attached bath facility.
- ❖ The college provides wheel chairs and crutches to the physically impaired students.

4.1.5. How does the College cater to the residential requirements of students?

The college is purely residential in nature and meant for male students only.

- Capacity of the hostels and occupancy (to be given separately for men and women): 647
- Recreational facilities in hostel/s like gymnasium, yoga center, etc.:
 - Ten-Station Gymnasium
 - Yoga Centre
 - 6 Table Tennis Boards
 - 6 Carom Boards
 - 3 Volleyball Courts

- 3 Badminton Courts
 - 1 Standard Playground
 - 1 Pond for Swimming
 - 2 Auditoria for film and televiewing
- Broadband connectivity / wi-fi facility in hostel/s: Broadband connectivity is provided to the students in the college from 6.30 am to 9 pm.

4.1.6. How does the College cope with the health related support services for its students, faculty and non-teaching staff on the campus and beyond?

- ❖ Besides a visiting doctor for 3 days in a week, two monastic doctors are available 24x7.
- ❖ Pathological tests, including USG facility are available at the dispensary of the Math and Mission Headquarters adjacent to the college.
- ❖ 2 Recuperation Rooms with 5 beds for meeting the immediate medical requirements of the students and staff. The rooms are also used for quarantining students with contagious diseases.
- ❖ In emergency and other complicated cases, students are admitted to Shramajibi Hospital, Belur and Ramakrishna Mission Seva Pratishtan, Kolkata, a hospital run by the Ramakrishna Mission.
- ❖ The Teachers' Council has provisions to offer financial aid to staff and students with serious ailments.
- ❖ The Alumni Association provides financial aid to students with serious ailments.
- ❖ A separate fund called Students Benefit Fund is maintained by the Hostel for meeting the medical expenses of the students.
- ❖ The college also manages a Relief and Welfare Fund for providing financial assistance to students for medical purposes.

4.1.7. What special facilities are made available on the campus to promote interest in sports and cultural events?

- ✚ There is a teacher for yoga and physiotherapy.
- ✚ A visiting football coach provides coaching to students before tournaments.
- ✚ Two monastic teachers provide lessons in music and Vedic chanting in the college.
- ✚ Students with special aptitude in music are sent to a monastic member at Belur Math for advanced training in music.
- ✚ One teacher provides training in recitation.
- ✚ Permission is granted to students to go outside to obtain training in their particular area of musical interest. Teachers from outside are also allowed to visit the college and provide tuitions to interested students.

4.2 Library as a Learning Resource

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

- ❖ The Library Sub-Committee formed by the Teachers' Council acts as Advisory Committee. The Committee has a Coordinator, the Librarian, other teacher representatives, the Principal, and the Vice-Principal as members. The Vidarthi Samsad of the College also has a Library Sub-Committee.
- ❖ As per the recommendation of the Library Sub-Committee of the Teachers' Council the following initiatives have been taken to make the library user friendly:
 - A CD and DVD section has been introduced in the library
 - The Library has been partially digitised to expedite the process of issuing and returning books
 - Subscription to INFLIBNET and SAGE e-resources

4.2.2. Provide details of the following:

- Total area of the library (in Sq. Mts.): $30.48 \text{ m} \times 15.24 \text{ m} = 464.52 \text{ sq. m}$
- Total seating capacity: 60
- Working hours (on working days, on holidays, before examination days, during examination days, during vacation):
 - On working days: 9.30 am to 4.50 pm., 6.30 pm to 9 pm.
 - Holidays: Closed on holidays.
 - Before examination days: 9.30 am to 4.50 pm., 6.30 pm to 9 pm.
 - During examination days: 9.30 am to 4.50 pm., 6.30 pm to 9 pm.
 - During vacation: 11 am to 4 pm.
 - Morning Hours (except Holidays) : 6.30 am 8.45 am
- Layout of the library :

Layout of the Ground Floor

- Number of Book Racks covering $3/4^{\text{th}}$ area of the library :
- Fumigation Chamber : 1 Full almirah with 4 chambers having the total capacity of 100 books (to be kept 7-10 days in one slot)
- An open space for the students in front of the Circulation Counter with
 - 3 Catalogue Cabinets (1 for Language Literature, 1 for Author/Title for other subjects and third one for Subject search)
 - 6 computer terminals to for catalogue searching
 - 2 Notice Boards to display new book jackets and other information regarding course and career.
 - Synopsis describing the guidelines to use the Dewey Decimal Classification (DDC) Scheme mainly having Broad Class.

- One main Circulation Counter consisting of 3 racks for the books to be issued and 7 Book Return Boxes subject-wise.
- 1 separate ‘New Arrival’ Rack.
- 5 Lending Card Keeping Boxes (1 for Monks, 1 for teaching staff, 1 for Non-teaching Staff, 2 for students)
- Reading Space for teachers with 3 Tables.
- 5 terminals for catalogue searching dedicated for teachers.
- 3 computers for using Library Management Software (VLMS & KOHA) for new books entry.
- 2 tables for Post Entry book processing.
- 1 room for librarians.
- 1 AC server room having two servers.
- 1 Almirah containing 350 rare Books.
- 1 Shelf to display career information.
- 1 Almirah to display Vidyamandira faculty publication.

Layout of the 1st Floor

- No of racks containing Long Term Books :
- 4 Display Racks of Journals and Periodicals.
- Racks and almirah for keeping back volumes of journals.
- 7 Almirahs for keeping reference books.
- 2 almirahs for keeping previous years’ question papers.
- 1 alimrah to keep past Vidyamandira Patrika and Seminar Proceedings.

4.2.3. Give details on the library holdings:

➤ Print (Books, back volumes and thesis) :	52,285
➤ Non Print (Microfiche, AV) :	180
➤ Electronic (e-books, e-journals)	
e-books :	77000
e-journals	3500
➤ Special collection	
(eg. Text book, Reference books, Standards, Patents)	
Reference books	402
Rare collection	160

4.2.4. What tools does the library deploy to provide access to the collection?

- OPAC: **Yes**
- Electronic Resource Management package for e-journals: **Yes**
- Federated searching tools to search articles in multiple databases: **No**
- Library Website: **Yes**

(as part of the College Website)

- In-house access to e-publications: **Yes**
- Manual catalogue search : **Yes**

4.2.5. To what extent is the ICT deployed in the library?

- Library automation: **OPAC**
- Total number of computers for public access: **9**
- Total numbers of printers for public access: **1**
- Internet band width speed: **256 kbps**
- Institutional Repository:
 - **1 photo copy machine,**
 - **38 computers,**
 - **3 printers,**
 - **1 scanner,**
 - **2 router,**
 - **2 hubs with 40 ports.**
- Content management system for e-learning: **Nil**
- Participation in resource sharing networks/consortia (like INFLIBNET): **Yes**

4.2.6. Provide details

- Average number of walk-ins: **255 users**
- Average number of books issued/returned: **160**
- Ratio of library books to students enrolled: **8:1**
- Average number of books added during last three years:
 - 2009-2010**
 - 1108**
 - 2010-2011**
 - 2497**
 - 2011-2012**
 - 4457**
- Average number of login to OPAC: **210**
- Average number of login to e-resources: **200**
- Average number of e-resources downloaded/printed: **115**
- Number of information literacy training organized: **Nil**

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

- Manuscripts: **38**
 - **Reference:**
 - Reprography: **Yes**
 - ILL (inter Library Loan Service): **Yes**
- 33 books given as a loan to RKM VU Library**

- Information Deployment and Notification: **Yes**
2 Notice Boards for Information Display
- OPAC: **Yes**
6 terminals for students, 3 for teachers, 5 for library internal use
- Internet Access: **Yes**
2 terminals
- Downloads: **Yes**
Speed: 256 KBPS bandwidth
- Printouts: **Yes**
Accounts are not maintained
- Reading list/Bibliography compilation: **No**
The college library does not require such a provision
- In-house/remote access to e-resources: **Yes (In-house)**
- User Orientation: **Yes**
 - **2 Orientation lectures for newly admitted UG & PG students in the beginning of each academic session**
 - **User Guidelines**
- Assistance in searching databases: **Yes**
Librarians and other staff assist the stakeholders in searching the database
- INFLIBNET facilities: **Yes**
Every user is provided with a User-ID and a Password to get access to INFLIBNET

4.2.8. Provide details on the annual library budget and the amount spent for purchasing new books and journals.

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

- The college has a system for compulsory annual on-line feedback from the students which has a section on library facilities. This feedback is used by the library in its future planning.
- The Library Sub-Committee of the Teachers' Council is entrusted with the task of receiving feedback from teachers and suggesting measures for improvement, if required.

4.2.10. List the infrastructural development of the library over the last four years.

- **Partial digitization of the library with KOHA and VLMS Integrated Library Solutions has been initiated in 2011-12**

- **High configuration LAN with a switch of 24 ports was installed in 2011**
- **Two high configuration servers, one of which is an Image server have been installed in an air-conditioned cabin in 2012**
- **CCTV was installed in library premises in 2012**
- **New racks were added to the library in 2009-10**
- **6 pedestal fans were installed 2011-12**

4.2.11. Did the library organize workshop/s for students, teachers, non-teaching staff of the College to facilitate better Library usage?

Two annual orientation lectures are organized for the newly admitted students.

4.3. IT Infrastructure

4.3.1. Does the College have a comprehensive IT policy addressing standards on IT Service Management, Information Security, Network Security, Risk Management and Software Asset Management?

- The college has a three tier IT Service Management System:
 - Coordinated by the Vice-Principal a two-member team (college staff) looks after the maintenance of the IT Service at the primary level.
 - A more comprehensive maintenance IT Service is provided by Computex Systems with which the college has Annual Maintenance Contact
 - Problems affecting IT products under warranty are referred to the concerned manufacturing companies for redress
- Security issues related to IT service are managed with the following measures:
 - All confidential data are password protected
 - Data related to the accounts section, the examination section and the library are kept in backup files
 - The general network service is password protected
 - The network switch of the Computer Science General laboratory to which the students have unrestricted access is kept under lock and key
 - Access to the library network is restricted
- The College has made the following provisions for Risk Management and Software Asset Management :

- Installation of Antivirus Softwares (Microsoft Security Essential, Quick Heal, Kaspersky, MacAfee)
- 4 standby systems
- Encouraging the use of Open Source Software like LINUX, Mandriva, Fedora, UBUNTU, DEBIAN, R, Abhra, Baraha, VLMS, Draftsight etc
- Keeping the Media with product key in the office under the supervision of the Vice Principal.

4.3.2. Give details of the College's computing facilities (hardware and software).

- Number of systems with configuration :
 - Total no of Computers in the campus : 190
 - Total no of Computers dedicated for students' use : 100
- Computer-student ratio : 1 : 6.31 (100 : 631)
- Dedicated computing facility : 14
- LAN facility :
 - Library Computers
 - Reading Room Computers
 - Examination Cell
 - Accounts Department
 - Computer Science Honours & General Laboratories
 - Applied Chemistry Laboratory
- Propriety software :
 - Windows 7 Professional (OS) – 83 licenses
 - Windows XP Professional – 10
 - Office XP – 10
 - Oracle
 - Tally 9 Multi User
 - MS Office 2010 – 84 licenses
 - Windows Server Std 2008 – 3 licenses
 - Windows Server Cal – 30 licenses
 - SQL Server – 1 license
 - SQL Server Cal – 4 license
 - STM Bengali Software – 1 license
 - Stata – multi user
 - Page maker 7.1 – 1
 - Antivirus Quick Heal server – 2
 - MacAfee – 24
 - Quick Heal Internet Security – 7
 - Kaspersky – 1

- Open Source Softwares :
 - LINUX
 - Mandriva
 - Fedora
 - UBUNTU
 - DEBIAN
 - R
 - Abhra
 - Baraha
 - VLMS
 - KOHA
 - Draftsight
- Number of nodes/ computers with internet facility : 185
- Any other

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

The plans and strategies for deploying and upgrading the IT infrastructure are guided by the requirements placed by the students, teachers and office staff.

- 5 computers with Wi-Fi facility were provided to the students of Applied Chemistry as per their requirements
- An exclusive computer laboratory was established for the department of Bengali in keeping with the requirements of the revised syllabus
- The Stata Software has been procured for the Economics department in keeping with the requirements of the revised syllabus
- The LAN facilities in the library and the Computer Science department have been upgraded to ensure network security and to accommodate more users

4.3.4. Give details on access to online teaching and learning resources and other knowledge, and information provided to the staff and students for quality teaching, learning and research.

- To facilitate access to on-line teaching and learning resources for the staff and students the college has subscribed to INFLIBNET and SAGE
- Various departments (e.g. English, Political Science) have made use of e-resources for preparing reading materials for the students
- The students are also encouraged to make use of the e-resources on their own

4.3.5. Give details on the ICT enabled classrooms/learning spaces available within the College and how they are utilized for enhancing the quality of teaching and learning.

- The college has 10 ICT enabled class rooms
- 1 ICT enabled class room has electronic board
- 6 ICT enabled class rooms have audio system
- 5 document cameras for use in the ICT enabled class rooms

These class rooms have enabled teachers to go beyond chalk and talk method and make learning more interesting and interactive. Audio-visual presentation of the study materials has a lasting impact on the students.

4.3.6. How are the faculty facilitated to prepare computer aided teaching-learning materials? What are the facilities available in the College or affiliating University for such initiatives?

- Each department has been provided with a laptop and a desktop computer with Internet facility
- The departments have printers with regular supply of cartridges and paper from the college office

4.3.7. How are the computers and their accessories maintained? (AMC, etc.)

A comprehensive maintenance IT Service is provided by Computex Systems with which the college has Annual Maintenance Contact for Rupees 84 thousand.

4.3.8. Does the College avail of the National Knowledge Network connectivity directly or through the affiliating University? If so, what are the services availed of?

The college has access to INFLIBNET under the National Knowledge Network connectivity.

4.3.9. Provide details on the provision made in the annual budget for update, deployment and maintenance of the computers in the College?

4.4. Maintenance of Campus Facilities

4.4.1. Does the College have an Estate Office / designated officer for overseeing maintenance of buildings, class-rooms and laboratories? If yes, mention

a few campus specific initiatives undertaken to improve the physical ambience.

The college has a designated Maintenance Office for overseeing the maintenance of buildings, class rooms and laboratories. Some major projects undertaken by the Maintenance Office are:

- Construction of the new kitchen complex
- Construction of the new hostel staff quarter
- Construction of the ‘Asha-Jyoti Conference Hall’
- Establishment of the Industrial Chemistry Workshop
- Renovation and modernization of Chemistry Laboratory
- Renovation of the multi-gym
- Establishment of a new hostel

4.4.2. Does the College appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained? Give details.

- There is a monastic in-charge in the Maintenance Office appointed by the Hostel Managing Committee
- Two civil engineers assist the monastic in-charge in an honorary capacity
- A civil contractor has been engaged to undertake construction and maintenance work as when required
- A daily wage worker has been engaged for inspecting and reporting maintenance related issues
- There is a carpentry section with two carpenters
- For electrical maintenance there are two government ID holding permanent electricians who are assisted by a contractual electrician
- Two gardeners for the college campus and three gardeners for the hostel campus have been appointed on a permanent basis
- There are three sweepers each for the college and the hostel premises

Any additional information regarding Infrastructure and Learning Resources, which the institution would like to include.

- Installation solar electricity generation unit
- Installation of solar water heaters
- Installation of water coolers
- Supply of purified drinking water from Belur Math water treatment plant

- Installation of a new audio system in the college auditorium (Vivekananda Sabhagriha)
- Installation of an automated screen with a 3M projector in the college auditorium
- Installation of two 56 inches LED screen television sets one each in the college and hostel premises
- Creation of a visitors' corner
- Introduction of photocopying facility for the students beyond college hours
- Introduction of pay-phone facility (8 phones) for students
- Installation of 2 steam boilers in kitchen