



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 has a Building Committee with the following members to take care of physical infrastructure:
 - ⊕ Principal
 - ⊕ Representative of Management- Secretary of the Governing Board
 - ⊕ Heads of the Departments
 - ⊕ Representative of non-teaching staff
 - ⊕ Dean of Academics
 - ⊕ College Engineer
 - ⊕ University Nominee
- This committee meets twice a year with the following mandate:
 - To Examine the physical infrastructure keeping in mind the academic plan of the college
 - To Explore the possibilities of optimal use of existing infrastructure
 - To Suggest ways to bridge the gap between the requirements and the existing scenario.
- The report of the committee is placed before the management for consideration and necessary action.

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.

- Yes, the college has a policy for creation and enhancement of infrastructure in order to promote a good teaching-learning environment.
- The recommendations of the Building Committee underscore the physical requirements based on which the following facilities are added to modernize the infrastructure of the college.





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- Recent initiatives:

Table No 4.1.1 : Recent initiatives

SNo	Items	Year	Sq.ft
1	Three Class Rooms	2008 to 2010	1298 each
2	One Class Room	2011 to 2012	1298
3	Yoga Centre	2012	462
4	Alumni Auditorium	2011	3600
5	Office of COE	2012	480
6	Indoor Sports Stadium	Nearing Completion	2200
7	New Hostel for Girls	Nearing Completion	5743

Some of the initiatives of the college to improve the physical ambience of the classrooms are:

- The institute maintains and develops the infrastructure with the help and advice of the committee with representatives of the management, staff (teaching and non-teaching) and students.
- The cleanliness campaign launched by the college inculcates the value of cleanliness and has paid rich dividends as the campus is kept clean and tidy always.
- The NSS students render a yeoman service in this regard.

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

- Each department has a separate office room with the necessary infrastructure and has a common rest room exclusively for the students and staff.
- There is a separate rest room for women staff and the students.





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

- Yes, The College meticulously follows the norms prescribed by the government in the admission of the students with disabilities in the aided programme and preference is given to such students for admission to the self supportive programmes.
- Ramps are constructed for the smooth and easy movement of physically challenged students.
- The college maintains a policy of arranging the classrooms in the ground floor itself for differently abled students.

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

- Capacity of the hostels and occupancy (to be given separately for Boys and girls)
- Recreational facilities in hostel/s like gymnasium, yoga center, etc.
- Broadband connectivity / Wi-Fi facility in hostel/s.

Table No 4.1.2: Capacity and Occupancy of the Hostel

Sno	Year	Hostel	Capacity	Occupancy
1	2007 to 2008	Boys	70	64
		Girls	42	35
2	2008 to 2009	Boys	70	67
		Girls	42	33
3	2009 to 2010	Boys	70	65
		Girls	42	30
4	2010 to 2011	Boys	70	63
		Girls	42	25
5	2011 to 2012	Boys	70	61
		Girls	42	42
6	2012 to 2013	Boys	70	51
		Girls	42	42

The administration of the hostels is managed by a committee which is composed of:





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- Principal as Chief Warden
 - Senior professors as Deputy Wardens – one man and one woman
 - Residential wardens
 - Student secretary
 - Management representative
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- This committee meets once a month, reviews the functioning of the hostels, looks into the grievances of the residents and takes necessary actions to redress the grievances, if any.
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- Facilities available in the hostels are:
 - Exclusive reading cum recreation room
 - Wi-Fi connectivity
 - Television
 - Telephone
 - Solar water heater
 - Indoor sports and games
 - Gymnasium and a yoga centre with separate timings for boys [5- 7pm] and Girls [6-8Am].

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?

- Annual health check up is done for all the students, staff and faculty members. Separate health card is maintained for the purpose of monitoring their health.
- In case of ill-health, they are referred to the nearby hospital with the support of enabler teacher. It is outsourced for necessary medical care.
- The non teaching staff is covered under mediclaim for their health protection.
- Separate Health centre with first aid treatment facilities for the Students.
- Dr.L.H. Kitchely, a health officer of the institute is in-charge of the institute health centre. There are male and female physicians under his guidance who visit the hostel periodically. The institute organizes a health checkup for all the first year students.





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

- The college has a limited facility for sports and games. Hence, arrangements are made to use the nearby Government stadium which has the entire infrastructure for sports and games.
- Facilities for playing Badminton, Volley Ball, Tennikoit, Kabbadi, Throw ball, Kho-Kho and Shuttle cock are available in the college campus itself.
- Sports committee has the following members:
 - Principal
 - Staff in-charge (As there is no full-time Physical director , a staff is given charge of sports activities)
 - Staff representatives (one male, one female)
 - Student Representatives (one male, one female)
- The sports committee provides necessary support for the students to practice in sports and games.
- The college has an auditorium to conduct the cultural events.
- The cultural committee of the college takes care of organizing events that bring out the inherent talents of the students.
- Cultural committee is composed of:
 - Principal
 - Staff in-charge
 - Staff representatives (one male, one female)
 - Student Representatives (one male, one female)
- Cultural Committee meets twice a year and organizes the cultural events like IT vision, Com fest, Miss fest and Pongal Festival





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Table No 4.1.3: Cultural Events Organized

Sl. No	Year	Inter college event	Intra college event
1	2007	Miss Fest Com Fest IT Vision	Pongal Festival Women's day Sports day
2	2008	Com Fest IT Vision	Pongal Festival Women's day Sports day
3	2009	Com Fest IT Vision	Pongal Festival Women's day Sports day
4	2010	Com Fest IT Vision	Pongal Festival Women's day Sports day
5	2011	Com Fest IT Vision	Pongal Festival Women's day Sports day





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 has an advisory committee with the following members:
 - Principal
 - Management representative
 - Librarian – the convener of the committee
 - Dean
 - Faculty advisor to the library
 - Heads of the departments
 - Student representatives (one male, one female)

- The committee meets twice a year, reviews the functioning of the library and its requirements and make suitable recommendations to the management for its effective functioning.

- The core activities of the committee are:
 - Frame and modify rules to make the library user-friendly
 - Scrutiny of the books recommended for the inclusion in the library
 - Recommend books, journals based on the needs expressed by the library users.
 - Steps to be taken for the annual physical verification of the books in the library.
 - Preparation of annual budget and forward its recommendations to the Management through the Principal for necessary action.

Some of the initiatives of the committee are:

- Introduction of UGC Inflibnet facility
- Browsing and Photocopying facility
- OPAC system to assess the library.
- The physical arrangements were changed to suit the needs of the students and scholars.
- Student volunteers' scheme is strengthened. These volunteers help in the documentation work of the library under the “Earn While You Learn” scheme.
- Library corner is created to display information relating to career, job opportunities for the benefit of students.





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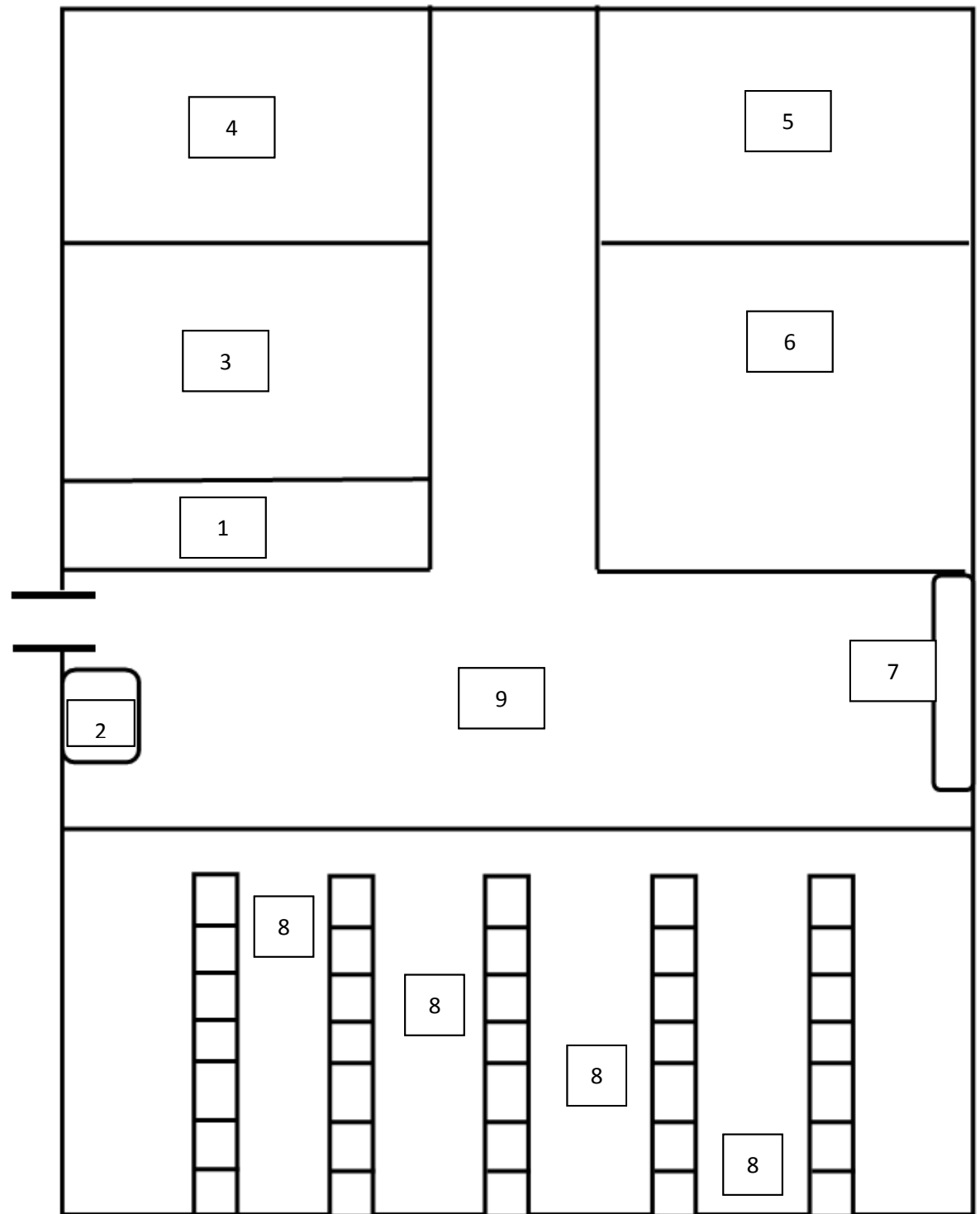
4.2.2 Provide details of the following:

- **Total area of the library (in Sq. Mts.)** : 2320
Sq.ft
- **Total seating capacity** : 40
- **Working hours (on working days, on holidays, before examination days, during examination days, during vacation)** :
 - On working days: 9am to 6pm
 - On holidays: 10am to 1pm
 - Study holidays: 10am to 7pm
 - Department library: 1pm to 2pm and 4pm to 5pm.
- **Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**





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1. Library Cabin	5. Reference Section
2. Library Counter	6. Faculty Reading Hall
3. Documentation corner	7. Journal Display Rack
4. Inflib net & Internet	8. Books Racks

9. Students Reading area





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- Access to the premises through prominent display of clearly laid out floor plan;
Yes, there is a clearly laid out floor plan for easy access to the library.
- Adequate signage: Yes
- Fire alarm: No, but Fire extinguisher is kept ready
- Access to differently abled users and mode of access to collection:
Ramps facilities are available. The librarian assists such persons to borrow books, documents and other materials for reference.

4.2.3 Give details on the library holdings

a) Print (Books, back volumes and thesis)

Table No. 4.2.1: Books, back volumes and thesis

S.No	Content		Total Numbers
1	Books	Total number of volumes	15036
		Total number of Titles	9368
2	Journals	International Journals	07
		National Journals	78
3	Back Volumes		2586
4	Thesis/Project Reports		1037
5	Book Bank		549

b) Non Print (Microfiche, AV)

- Non printing materials in the form of CD, DVD: 159

c) Electronic (e-books, e-Journals) N LIST

d) Special collection (eg. Text book, Reference books, standards, patents)

- Reference books: 2261
- Books for competitive examinations: 91
- Government reports :57
- World bank repository :13





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

OPAC

- The library has user-friendly searching tool (OPAC)
- The library has user-friendly books issue software namely “ROVAN Library Management System”

Electronic Resource Management package for e-journals

- The N-List (National Library and Information Services Infrastructure for scholarly content) program provides access to more than 2100 e-journals and more than 85,000 e-books.

Federated searching tools to search articles in multiple databases

- UGC Infflibnet to search for articles in multiple databases.

Library Website

- The website of the college has an exclusive template on library.

In-house/remote access to e-publications

- 4GB space to access our resources through our college website is under construction

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

- Library automation

The Library is provided with library automation system with five computers in a network under main server. Multi user software for library automation is available for issue, return, searching, administration and reference for all the users.

- Total number of computers for Students : 6
- Total numbers of printers for Students : 1
- Internet band width speed : 2mbps
- Institutional Repository : Safe room is under process
- Content management system for e-learning : N List, PPT
- Participation in Resource sharing networks/consortia (like Infflibnet) : Inter library sharing network such as NList, and MK University's DELNET





4.2.6 Provide details

- Average number of walk-ins : students 200
- Average number of books issued/returned: 50
- Ratio of library books to students enrolled –15:1
- Average number of Faculties : 15
- Average number of books added during last three years

Table No 4.2.2 : No.of books added

S.No	Year	Number of books added
1	2009-10	329
2	2010-11	400
3	2011-12	2192
4	2012-13	170

- Average number of login to OPAC - 45
- Average number of login to e-resources - 20
- Average number of e-resources downloaded/printed - 10
- Number of information literacy trainings organized – once a semester

4.2.7 Give details of the specialized services provided by the library

- **Reference**
The library has an exclusive reference section with a vast collection of books for the use of Faculty members and students and if needed they can take photocopies of the required material.
- **Reprography**
This facility is available at a specific time only. Faculty members and students need to fill up a form of request specifying the pages they want to photocopy and hand it over to the librarian before 2pm and they can collect the copies between 4 and 5pm.
- **ILL (Inter Library Loan Service)**
The college has established an arrangement with MKUniversity and other colleges to share their library resources. This arrangement enables the faculty members and students to have an easy access to the resources of other libraries too.





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- **Information Deployment and Notification**

Online search facilities could be availed with the help of the N-List programme, through which can be accessed 2100 journals and 85,000 e-books.
- **OPAC**

At the entrance of the library, a computer with an OPAC system is made available for the users to search and locate books.
- **Internet Access**

The library has the browsing facility with six computers. Faculty members could access the facility whenever they are free and students during their lunch time and after the class hours.
- **Downloads**

Users are allowed to download materials to CD's. but Pen drives are prohibited.
- **Printouts**

Users could take copies of the materials by paying a service charge.
- **Reading list/ Bibliography compilation**

The library has a bibliography compilation which helps the students and research scholars easily locate resources they need.
- **In-house/remote access to e-resources**

All the departments of the college could access the e- resources since they are connected with the library through LAN and even at home with password login
- **User-Orientation**

User-orientation program is organized once a semester by the librarian for the students and faculty members.
- **Assistance in searching Databases**

The librarian assists the users in searching databases and guides in the use of different search techniques.
- **INFLIBNET/IUC facilities**

All the departments of the college are given a separate username and password to access this facility. Librarian also helps the faculty members, students and research scholars in making use of this facility.





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

Table No 4.2.3 : Annual Budget for Library

YEAR	Books	Journals	ANNUAL BUDGET	AMOUNT SPENT
2007-2008	118	7	11,500	12,560
2008-2009	129	11	45,000	46,965
2009-2010	329	26	4,50,000	4,63,761
2010-2011	400	12	70,000	67,271
2011 – 2012	2192	31	11,00,000	10,95,125

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.

A specific format is developed to get the feedback of the users of the library every year namely students, research scholars and faculty members. The librarian presents the consolidated report to the Library Committee for consideration and necessary action. The library committee prepares an action plan to improve the services of the library based on the suggestions of the users and submits the same to the management through Principal for its approval.

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

Table No 4.2.4 : Infrastructural development of the library

Sno	Year	Items added
1	2009 -2010	Journal display rack, New Laser Printer
2	2010 -2011	New Building with 2320 Sq.ft Notice board ,2 Computers
3	2011 -2012	20 chairs, 2 Computers and New UPS New Photo copier
4	2012 -2013	Barcode printer and Barcode Scanner





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

- Every year, the library committee organizes library orientation programme for the freshers which helps them understand the facilities available, lending policy and the behavior expectations inside the library.
- Information about the new arrivals in the library is immediately passed on to the faculty as well as students.
- World Book Day is celebrated every year and the day is effectively used to sensitize students about the importance of book reading.





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 Comprehensive IT policy which addresses

Service Management – The college has an Annual maintenance contract with the “Sow Technologies”, Madurai who deposes an engineer to maintain the systems and networks.

Information Security - The office of COE has local area network connectivity with all departments and the college office, which enables quick access to admission and attendance details. To ensure absolute security, a new system of “SMART CARD” facility is introduced specially to the Controller and the staff.

Network Security – The college has the Internet and Intranet facilities with specific password to the student and staff members.

Risk Management – In order to prevent the data loss the Computer Lab, IQAC Office, Office of COE and Library are connected with the UPS.

Software Asset Management – All software purchased is kept under the custody of librarian.

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

- **Number of systems with configuration**

Xeon Processor/Server : 1 system

Core i3 processor : 70 systems

Core 2 duo processor : 20 systems

P4 Processor : 19 systems

- **Computer-student ratio:** 1:1

- **Dedicated computing facility:**

The office of the Principal, Dean, and Office of Controller of Examinations, All Departments, Library, Placement Centre, Student Support Centre, IQAC and Dean Office have exclusive computing facility.

- **LAN facility:** Available





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- **Propriety software / Open source software's** : Available
- **Number of nodes/ computers with internet facility:** 110

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

- All class rooms to have ICT facilities
- Upgrading the internet bandwidth(8 Mbps to 16 Mbps)
- To have a fully automated college office
- Plans to introduce webserver in our premises
- Plans to introduce webinar classes

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.

- The staff members have the group mail IDs through which they share their knowledge.
- By using INFLIBNET through internet which is available in their department itself the staff members get their knowledge updated.
- The faculty members, students and research scholars are motivated to use the Inflibnet facility to prepare learning materials, presentations etc.

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 the following facilities to enhance the quality of teaching and learning:
 - Smart classroom
 - LCD projectors
 - Computer with net facilities.
- Faculty members make use of these facilities to prepare their course materials and ensure the reachability to the students making use of technology.

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?

- All the departments of the college are provided with computer and net connectivity and a user name and password to access the Inflibnet facility.





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- These facilities help the faculty members to update themselves and in the preparation of course materials in the form of power points.
- The department of computer sciences periodically organizes technology updates to faculty members and such exposures help them leverage their teaching by the use of technology.

Table No 4.3.1: Computer Training Organized

Sno	Year	Name of the Programme	Number of Faculty participated
1	2008	Various Technology in IT	18
2	2009	Basis of Microsoft office	18
3	2010	How to access inflibnet & internet	25
4	2011	How to create the blog and access Website	25
5	2012	Emerging Trend in Fields	30

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

- The college has signed an AMC and as part of the contract, an engineer is made available in the campus to support the maintenance of all the machines.

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?

- Yes, The college avails of the National Knowledge Network connectivity through the affiliating university.

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

Table No 4.3.2 : Provisions made in the Annual Budget

SINo	Year	Allocated	Actual Spent
1	2007 - 2008	1,95,000	1,92,250
2	2008- 2009	1,20,000	1,16,771
3	2009 -2010	13,21,000	13,19,020
4	2010 - 2011	9,60,902	9,63,000
5	2011-2012	6,25,000	6,20,550





4.3 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 building committee of the college oversees the maintenance of physical infrastructure and some of the initiatives undertaken are:
- Litter-free campus initiative of the college has resulted in maintenance of the cleanliness and the physical ambience.
- Dining for non-resident students.
- Sweeping of classrooms daily and mopping, once in 15 days are the steps taken for the improvement of the class ambience.
- Provision of parking space with protective shed.

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.

- The college has outsourced people to do the cleaning operations, maintenance works and repair works.
- Full time electrician is appointed to take care of electrical maintenance.
- Security is outsourced on contract basis.
- The other works like Plumbing, furniture maintenance are also carried by outsourcing to the corresponding field experts.

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

After the NAAC Accreditation, the college has taken the following steps to improve the Infrastructure facilities and Learning Resources:

- We have added 3,950 new books in the Library.
- New building for Library with extra systems along with Internet and INFLIBNET facility.
- Addition of National and International Journals and Books.





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- Creation of Documentation Corner in the Library.
- Book Bank facility is strengthened
- Library has been fully computerized
- National Knowledge Network Connectivity
- Four new class rooms are added.
- Construction of a big and well furnished Alumni Auditorium.
- A separate well furnished and equipped office for Controller of Examinations
- Well furnished Hostel for Girl students.
- Separate room for Yoga and Meditation.
- Rest room for Non residential Girl students.
- Introduction of ICT facilities in all the departments.
- Facilities in the computer laboratory are increased
- College office is partially automated

