

**Criterion 4 – Infrastructure and Learning Resources (100)**  
**Key Indicator - 4.1 Physical Facilities (30)**

<b>Metric No</b>		<b>Weightage</b>
<p><b>4.1.1</b></p> <p><b>Q1M</b></p>	<p><i>The institution has adequate facilities for teaching – learning, viz., classrooms, laboratories, computing equipment, etc.</i></p> <p>Upload a description of adequacy of facility for teaching learning as per the minimum specified requirements by statutory bodies.</p> <p>The Government of West Bengal has not issued any statutes regarding the number of class rooms in proportion to student strength in a particular college but our institution has adequate number of class rooms to ensure that students can sit comfortably while attending classes. There are 21 class rooms, and some are large enough to accommodate students of those departments having higher sanctioned seats. The class rooms have proper lighting, fans, and also windows to allow natural light and air to come in. They are regularly cleaned and furniture like closets, almirahs, desks, chairs and tables are dusted to provide a hygienic environment. There are two well equipped libraries, (Geography Lab and GIS lab) to cater to the needs of students. There is a computer centre where compulsory computer class and FOSS training are done. Almost every department has been allotted their own laptop. Office and Library are also equipped with number of computers and all together, there are 67 laptops and computers in the college. ICT is heavily used in every day class teaching, office and library works.</p>	<p align="center"><b>5</b></p>

<p><b>4.1.2</b></p> <p><b>Q<sub>1</sub>M</b></p>	<p><i>The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc.,) and cultural activities</i></p> <p>Upload a description of adequacy of facilities for sports, games and cultural activities which include specification about area/size, year of establishment and user rate.</p> <p>Many of our students are very prolific in cultural activities and are torch bearers of the rich cultural legacy of Bengal. Vibrant cultural programmes are presented by them, under the guidance and supervisions of their teachers, on occasions like Christmas, Foundation Day, International Women’s Day, Rabindra Jayanti and so on. The college has a state-of-the-art auditorium, renovated out of RUSHA grant, (year?) which is the principal venue of cultural programmes. Yearly Talent Search Competition, conducted by Student’s Union, which is an elected body mostly focusing on cultural activities and community outreach programmes, provides a platform to our culturally proficient students to showcase their talents. Students are awarded many prizes for their accomplishments.</p> <p>A gymnasium, well equipped with modern fitness gadget, has been set up in the newly constituted building in 2018 where students can train.</p> <p>The college, located in the heart of a congested mega city, does not have a playground of its own but it has access to a nearby playground maintained by Kolkata Corporation, the Desapriya Park and the annual sports takes place in this ground in which students participate very enthusiastically.</p>	<p><b>5</b></p>
<p><b>4.1.3</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><i>Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc.</i></p> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• Number of classrooms with LCD facilities 07</li> <li>• Number of classrooms with Wi-Fi/LAN facilities 12</li> <li>• Number of seminar halls with ICT facilities 05</li> </ul> <p>Formula:</p> $\frac{\text{Number of classrooms and seminar halls with ICT facilities}}{\text{Total number of classrooms/seminar halls in the institution}} \times 100$	<p><b>10</b></p>

<p><b>4.1.4</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><b><i>Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years</i></b></p> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>Budget allocated for infrastructure augmentation           <ul style="list-style-type: none"> <li>2013-14- Rs 5,44,320</li> <li>2014-15-Rs 5,76,000</li> <li>2015-16- Rs 9,16,000</li> <li>2016-17- Rs. 9,04,800</li> <li>2017-18-Rs 10,07,106</li> </ul> </li> <li>Total expenditure excluding salary           <ul style="list-style-type: none"> <li>2013-14-Rs. 28,50,715</li> <li>2014-15-Rs 27,44,241</li> <li>2015-16- Rs 37,49,402</li> <li>2016-17- Rs. 30,47,717</li> <li>2017-18-Rs 19,42,322</li> </ul> </li> </ul> <p><b>19%+ 21%+ 24%+30%+52</b> <b>146/5=29.2%</b></p> <p>Formula:</p> $\text{Percentage per year} = \frac{\text{Budget allocation for infrastructure augmentation excluding salary}}{\text{Total expenditure excluding salary}} \times 100$ $\text{Average percentage} = \frac{\sum \text{Percentage per year}}{5}$ <p>Document: Upload budget estimates and audited utilization statements</p>	<p><b>10</b></p>
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**Key Indicator - 4.2 Library as a Learning Resource (20)**

<b>Metric No.</b>		<b>Weightage</b>
<p><b>4.2.1</b></p> <p><b>Q<sub>i</sub>M</b></p>	<p><b><i>Library is automated using Integrated Library Management System (ILMS)</i></b></p> <p>Data Requirement for last five years: Upload a description of library with</p> <ul style="list-style-type: none"> <li>Name of the ILMS software LS Ease 9 Rel 6.2</li> </ul>	<p><b>5</b></p>

	<ul style="list-style-type: none"> <li>• <i>Nature of automation (fully or partially) Fully Automated</i></li> <li>• <i>Version Rel 6.2</i></li> </ul>	
4.2.2 Q <sub>n</sub> M	<p><b><i>Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment</i></b></p> <p>Data Requirement for last five years:  <i>Provide the description of library enrichment which includes</i></p> <ul style="list-style-type: none"> <li>• <i>Name of the book/manuscript</i></li> <li>• <i>Name of the publisher</i></li> <li>• <i>Name of the author</i></li> <li>• <i>Number of copies</i></li> <li>• <i>Year of publishing</i></li> </ul>	2
4.2.3 Q <sub>n</sub> M	<p><b><i>Does the institution have the following:</i></b></p> <ol style="list-style-type: none"> <li>1. e – journals Yes</li> <li>2. e-ShodhSindhu</li> <li>3. Shodhganga membership NList</li> <li>4. e-books Yes</li> <li>5. Databases</li> </ol> <p><b>Options:</b></p> <p>A. Any 4 of the above</p> <p>B. Any 3 of the above Yes</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>E. None of the above</p> <p><b>Opt One</b></p> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• Details of memberships</li> <li>• Details of subscriptions</li> </ul>	3
4.2.4 Q <sub>n</sub> M	<p><b><i>Average annual expenditure for purchase of books and journals during the last five years</i></b></p> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• Expenditure on the purchase of books</li> <li>• Expenditure on the purchase of journals in i<sup>th</sup> year</li> <li>• Year of expenditure</li> </ul> <p>Formula:</p> $\frac{1}{5} \times \sum_{i=1}^5 \text{Expd}_i$ <p>Where:</p> <p>= Expenditure in rupees on purchase of books and journals in i<sup>th</sup> year</p> <p>Documents: Audited statements</p>	5

<p><b>4.2.5</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><i>Availability of remote access to e-resources of the library</i></p> <p style="text-align: right;"><b>Yes/No</b></p> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• E-resource</li> <li>• Contact person details</li> <li>• Connectivity Bandwidth available</li> </ul>	<p><b>1</b></p>
<p><b>4.2.6</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><i>Percentage per day usage of library by teachers and students</i></p> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• Upload last page of accession register details</li> <li>• Method of computing per day usage of library</li> <li>• Number of users using library through access</li> <li>• Number of physical users accessing library</li> </ul> <p>Formula:</p>	<p><b>4</b></p>

**Key Indicator– 4.3 IT Infrastructure (30)**

Metric No.		Weightage
<p><b>4.3.1</b></p> <p><b>Q<sub>n</sub>M</b></p>	<p><i>Institution frequently updates its IT facilities including Wi-Fi</i></p> <p>Upload a description of IT facilities including Wi-Fi with date of updation and nature of updation</p> <p>The college is well equipped with IT facilities. There are two class rooms with high end audio system, Smart T.V. in all the classroom for hassle-free digital education, fully automated wireless office with 24*7 internet facility, and fully wifi enabled campus with high speed internet facility, for seamless and uninterrupted connectivity.</p> <p>All computers and laptops are covered by AMC (Annual Maintenance Contract) for maintenance, and updation.</p> <p>Following are the dates on which maintenance have been done in recent past:</p> <p>A) 26/8/18 New updated hard disk SMPS printer installed in the student computer room</p> <p>B) 11/7/18 New biometric system installed for temporary staff. Biometric for permanent staff existed since 2016.</p> <p>C) 08/3/18 New SMPS for office ,updated Ram for office systems.</p> <p>D) 18/3/18 new 300 MBPS wireless router to provide wireless internet for whole campus.</p> <p>E) 29/3/2018 new dlink switch for student computer center for faster Lan communication.</p> <p>F) 17/1/2017 new virtual classroom installed with video conferencing facility and other digital education tools.</p>	<p><b>10</b></p>

<b>4.3.2</b> <b>Q<sub>n</sub>M</b>	<p><b><i>Student - Computer ratio</i></b></p> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• Number of computers in working condition 67</li> <li>• Total Number of students 745</li> </ul>	<b>10</b>
<b>4.3.3</b> <b>Q<sub>n</sub>M</b>	<p><b><i>Available bandwidth of internet connection in the Institution (Leased line)</i></b></p> <p>Options:</p> <ul style="list-style-type: none"> <li>A. ≥50MBPS 150MBPS</li> <li>B. 35-50MBPS</li> <li>C. 20-35 MBPS</li> <li>D. 5-20 MBPS</li> <li>E. &lt;5 MBPS</li> </ul> <p><b>Opt One</b></p> <p>Data Requirement:</p> <ul style="list-style-type: none"> <li>• Available internet bandwidth 150MBPS</li> </ul>	<b>9</b>
<b>4.3.4</b> <b>Q<sub>n</sub>M</b>	<p><b><i>Facilities for e-content development such as Media centre, Recording facility, Lecture Capturing System(LCS)</i></b></p> <p style="text-align: right;"><b>Yes/No</b></p> <p>Data Requirement:</p>	<b>1</b>

	<ul style="list-style-type: none"> <li>• Upload the names of the e-content development facilities</li> <li>• Links to Media centre, Recording facility</li> </ul>	
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**Key Indicator - 4.4 Maintenance of Campus Infrastructure (20)**

Metric No.		Weightage
4.4.1 Q <sub>n</sub> M	<p><i>Average expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years</i></p> <p>Data Requirement year wise:??</p> <ul style="list-style-type: none"> <li>• Non salary expenditure incurred</li> <li>• Expenditure incurred on maintenance of campus infrastructure</li> </ul> <p>Formula:</p> $\text{Percentage per year} = \frac{\text{Expenditure on maintenance of physical and academic support facilities excluding salary component}}{\text{Total expenditure including salary component}} \times 100$ $\text{Average percentage} = \frac{\sum \text{Percentage per year}}{5}$ <p>Document: Upload audited statements of accounts</p>	<b>10</b>
4.4.2 Q <sub>1</sub> M	<p><i>There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.</i></p> <p>??? Any GB policy</p> <p>Upload policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the webs</p>	<b>10</b>