The South Indian Association's
The S.I.A. College of Higher Education
Affiliated to University of Mumbai
Accredited B+ by NAAC
P-88, MIDC Residential Area Dombivli Gymkhana Road,
Near Balaji Mandir, Dombivli (East), 421203.

CRITERIA-4

4.4.2

Infrastructure and Maintenance Committee Minutes

THE S.I.A COLLGE OF HIGHER EDUCATION, DOMBIVILI (E)

Managed by The SIA Indian Association,Dombivli

P-88, MIDC Residential Area Dombivli Gymkhana Road,

Near Balaji Mandir, Dombivli (East), 421203.

NAAC ACCREDIATED "B+"

Email-id : office@thesiacollege.com

Website: thesiacollege.com

(Affiliated to University of Mumbai)

Date: 05/04/2021

NOTICE

This is to inform that **Infrastructure and Maintenance Committee** meeting has been scheduled on 13th March 2021 at 11.00 a.m. on Microsoft teams to discuss on the requirements recommended by the faculty members and office staff.

Convenor

Principal

PRINCIPAL
The S.I.A. College of Higher Education
DOMBIVLI (E)

THE S.I.A. COLLEGE OF HIGHER EDUCATION, DOMBIVILI (E)

Date: 13/04/2021

Minutes of the online meeting held on 13th April 2021 through Microsoft Teams from 11.00 a.m. to 12.00 noon

- Principal Dr. Padmaja Arvind welcomed new committee members Mr. Sunder sir and Mr. Vignesh Iyer.

1. **Computer and network related facilities**

- Lab administrator Mr. Ajay Puro placed before the committee to purchase 25 computers which are required to be accommodated in different places. Mr Sunder sir informed Ajay sir to provide a clear plan regarding the requirements of computers to be shifted and placed at different locations. (office, department and laboratory)
- Lab Administrator Mr. Ajay Puro also recommended for additional 6 Lan switches which are required to be installed in Ground floor 1st, 3rd,and 4th floor, IT staff room, one spare and the decision will be taken after placing before the committee for approval
- Lab Administrator Mr. Ajay Puro placed before the committee for the up gradation of Firewall with 3 years full guard updates need to be purchased for network security.
- Internet Lease line Upgradation above 50 Mbps is required from the existing 15 Mbps. This adds advantage in our NAAC accreditation. The total point allotted for this is 15 points.
- It was suggested for the BMM course the following infrastructure is required : Media Laboratory with 5 computers installed with the software (Adobe Photoshop, Adobe Indesign, Adobe aftereffects, adobe audition, Corel Draw 19, Adobe Illustrator, Quark express, Snap Seed, Google Chroma Background, Language software in English, Hindi and Marathi) and other resources like Camera, Tripod, Bulletin Board.

2. **Electronic Laboratory Requirements**

- It was placed before the meeting the need for the permanent fixture for Electronic laboratory to conduct practical.

3. **Auditorium requirements**

- It was suggested that the auditorium could be utilized for multipurpose such as holding conference and seminars, functions and festivals.

- It can be also utilised by the BMM department a specialised course, which requires studio setup with audio visuals, lighting and sound proof for recording purposes.
- To install LCD Panel in the auditorium. Mr Suresh sir also said that he will provide us with some vendors for the same.

4. Class room requirements

- It was proposed to purchase 2 LCD Projectors, 4 Projection screens for classrooms
- It was placed before the committee to purchase 150 benches for the new classrooms and the same was accepted.

5. Building requirements

- The committee recommended to purchase 2 new water coolers to be installed at 1st and 3rd floor and same was accepted.
- Due to the expansion of the building, additional Installation of CCTV is required. The same will be decided after taking a complete review and identifying the locations.

6. Office requirements

- It was proposed to purchase 1 Printer for Examination work and was accepted.
- Two Android smart phone for office work and same is accepted.

7. Air Conditioner

It was proposed to install

- six air-conditioner for three computer laboratories,
- Four for auditorium
- Three for the departments

The Vice president Mr. S. Vijayraghavan sir informed Mr. Suresh sir and Mr. Vignesh sir to provide the inputs and support Ajay sir in purchase of various technical requirements that were placed before the committee.

The following members attended meeting:
Mr. S. Vijayraghavan (MGMT. MEMBER)
Mr. Sundar Iyengar (MGM.T. MEMBER)
Mr. Vignesh Iyer   (MGMT. MEMBER)
Dr. Padmaja Arvind (PRINCIPAL)
Mrs. Priyanka Joglekar (O.S.)
Mrs. Harshada Thakkar (office staff)
Mr. Ajay Puro   (LAB ADMIN)
Mrs. Sandhya Pandey (FACULTY MEMBER)
Mrs. Renu Verma (FACULTY MEMBER)
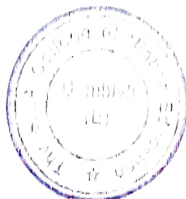
The S.I.A. College Education

THE S.I.A COLLGE OF HIGHER EDUCATION, DOMBIVILI (E)

Date: 26/02/2019

NOTICE

This is to inform that Infrastructure and Maintenance Committee meeting has been scheduled on 2nd March 2019 at 11.00 a.m. in the Management Room to discuss on the requirements recommended by the faculty members and office staff.

Convenor

Principal

PRINCIPAL
The S.I.A. College of Higher Education
DOMBIVLI (E)

THE S.I.A COLLGE OF HIGHER EDUCATION, DOMBIVILI (E)

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NAAC ACCREDITED "B+"

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Date: 4th March 2019

Minutes of the meeting held on 2nd March 2019:

1. It was proposed to require following rooms because of shuffling in existing plan and same is accepted:

Class Rooms	5
NSS room	1
Exam Storage room	1
Gymkhana Storage room	1
Student Council	1
Library storage	Big
Gymnasium	1
Staff Room	Big

2. The committee recommended one computer laboratory with the equipment's like : 30 High Configuration Computers, 2 LSR Camera, Tripod, Covered, 30 Chairs, A.C.. Same will be sanctioned after management discussion.

3. It was proposed to provide 6 Air Conditioner for 3 existing Computer laboratories. It was suggested that after relocation of laboratories if existing A.C.'s are working then that will be continued else new A.C.'s can be purchased.

4. Committee recommended additional budget for Software's, UPS for Server Room additional covered and permanent fixture for electronic laboratory. The same got sanctioned.

5. It was proposed to purchase new server, new ups and A.C. for server room.

6. The committee proposed extension of additional cupboard and siting space for Library and decided that same will be considered at the time of library shifting.

7. Committee suggested introducing new game equipment (fencing) and Gymnasium Equipment's for Sports which may be reviewed at the time of budget allocation whereas one carom board requirement sanctioned.

8. Committee proposed two Xerox machines as current machines are outdated and slow. Management agreed to higher/purchase whatsoever will be advantageous.

Minutes of the meeting held on 10th September 2018

- It was proposed to purchase new chairs for office as the existing chairs height is short and the same is accepted.
- The committee recommended to purchase 40 Chairs without handle for computers laboratory and the same was sanctioned.
- The committee suggested 60 chairs and 7 tables for Canteen and the same was agreed to implement.
- Additional cupboards for Electronic laboratory was sanctioned in the previous meeting but due to certain reason it was not implemented. The same was reviewed in meeting and was sanctioned again.
- It was proposed to provide 2 old Cupboards for office and got sanctioned.
- Committee recommended the purchase of mobile mike system and amplifier in order to conduct different activities in the different areas of college premises and the same was accepted.
- Committee placed before the need for canteen purifier and it was suggested to repair the existing one.
- Committee suggested to purchase New Mobile for office as old mobile repairing costing more. Management agreed to purchase new mobile costing up to Rs. 10000/.
- 4 Committee rooms (NSS, DLLE, Student Council, and Storage) which was recommended by committee will be sanctioned after management discussion.
- CCTV Expansion suggested which was sanctioned in last meeting need to be implemented.
- Repairing of white screen suggested. If repairing not possible new screen can be purchased.
- It was proposed to replace old UPS for computer system and the same was sanctioned.

Action Taken

Proposed	Action Taken	Status
40 Chairs without handle for computers laboratory	Accepted	Implemented
60 chairs and 7 tables for Canteen	Accepted	Implemented
New Heighted chairs for office	Accepted	Not Implemented
Additional cupboards for Electronic laboratory	Accepted	Not Implemented
2 old Cupboards for office	Accepted	Implemented
Mobile mike system and amplifier	Accepted	Implemented
Canteen purifier repairing	Accepted	Implemented
New Mobile for office	Accepted	Implemented
4 Committee rooms (NSS, DLLE, Student Council, and Storage)	Accepted	Yet to be implemented
CCTV Expansion	Accepted	Yet to finalized with the vendor
Repairing of white screen	Accepted	Not Implemented
Replacement of old UPS	Accepted	Batteries Replaced

New Proposals for the Academic Year 2019-20:

1. Room's requirement

Class Rooms	5
NSS room	1
Exam Storage room	1
Gymkhana Storage room	1
Student Council	1
Library storage	1
Gymnasium	1

2. Laboratory:

- 1 laboratory for BMM with the following equipment's:
  - 30 High Configuration Computers.
  - 2 LSR Camera
  - Tripod
  - Covered
  - 30 Chairs
  - A.C.
- 6 Air Conditioner for 3 existing Computer laboratories.
- Software's for MSC and BMM which may cost up to 5 Lakhs.
- UPS for Server Room (up to 2 Lakh)
- Additional cupboards for Electronic laboratory
- Permanent fixture for Electronics laboratory.

3. Server Room

- New Server for backup which may cost 5 Lakh.
- UPS for Server Room (2 Lakh)
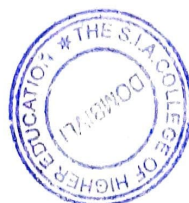- 1 A.C. for Server Room (50 Thousand)

4. Library:

- Additional cupboard and space for the same.
- Sitting space for library should be extended (currently 90 it should be 140)

5. Sports:

- Indoor Game setup(Fencing)-80000
- One Carrom board.
- Gymnasium Equipments.

6. Others :
  - xerox Machine

Date: 12/09/2018

Minutes of the meeting held on 10th September 2018

- It was proposed to purchase new chairs for office as the existing chairs height is short and the same is accepted.
- The committee recommended to purchase 40 Chairs without handle for computers laboratory and the same was sanctioned.
- The committee suggested 60 chairs and 7 tables for Canteen and the same was agreed to implement.
- Additional cupboards for Electronic laboratory was sanctioned in the previous meeting but due to certain reason it was not implemented. The same was reviewed in meeting and was sanctioned again.
- It was proposed to provide 2 old Cupboards for office and got sanctioned.
- Committee recommended the purchase of mobile mike system and amplifier in order to conduct different activities in the different areas of college premises and the same was accepted.
- Committee placed before the need for canteen purifier and it was suggested to repair the existing one.
- Committee suggested to purchase New Mobile for office as old mobile repairing costing more. Management agreed to purchase new mobile costing up to Rs. 10000/.
- 4 Committee rooms (NSS, DLLE, Student Council, and Storage) which was recommended by committee will be sanctioned after management discussion.
- CCTV Expansion suggested which was sanctioned in last meeting need to be implemented.
- Repairing of white screen suggested. If repairing not possible new screen can be purchased.
- It was proposed to replace old UPS for computer system and the same was sanctioned.

Minutes of the meeting held on 17th March 2018:

Laboratory:

- It is proposed to purchase 64 new computers (16 GB RAM (30), 4 GB RAM (34). It was suggested that 34 Computers 4 GB RAM will be installed and the same was agreed to implement.
- For the electronic lab is suggested to purchase 15 Processor board (ARM/PIC Controller), 5 Interfacing Board and to do servicing for existing processors.
- The infrastructure convenor placed before the committee to sanction Air Conditioner for Computer laboratory but it was suggested to install the same in the serve room.
- For the Electronic lab it was proposed to purchase additional cupboards.

Library

- For the library it was proposed to purchase additional cupboards.

Auditorium:

- It was placed before the committee regard the problems faced in the present Mike System and it is discussed to do the needful.

Others:

- It was informed to Identify space for Library, additional lab (45 capacity), class rooms.
- It was proposed to purchase 100 Benches.
- It was suggested to install Public address System but it was decided to identify the proper type of PDS to be installed for college, which would be taken after discussing with the management committee
- It was proposed to purchase closed rack for cutlery.
- It was proposed to purchase Chairs(6) for Librarian(1), Principal(1), office(4).
- It was proposed to purchase Tablet for Placement cell but it was decided the said proposal will sanction after discussion about its utility.
- It was proposed to install Water Purifier for Canteen and existing water purifier issues.

Action Taken

- We have purchased 64 new computers 16 GB RAM (30), 4 GB RAM (34)). For 34 Computers 8 GB RAM installed instead of 4 GB RAM.
- In electronic lab for Existing processors servicing is done. For 15 Processor board (ARM/PIC Controller), 5 Interfacing Board which was sanctioned in last meeting was put on hold because of syllabus change and the sanctioned equipment was replaced by the purchase of raspberry pi3 board with accessory modules as per the requirement
- Air Conditioner for Computer laboratory is yet to be implemented.
- Additional cupboards for Electronic lab is yet to be implemented.
- The college has purchased 100 benches as sanctioned.
- Closed rack for cutlery yet to be implemented.
- Office Chairs (6) , Librarian (1), Principal (1), office (4) got repaired.
- Existing water purifier issues was sorted out by shifting its place. Water Purifier for Canteen is in process.