

Annexure : 56 T
SCAA : 29.02.2008

**CHECK LIST OF FACILITIES TO BE CREATED BY THE COLLEGES FOR
STARTING M.Com. COURSE**

1. **LIBRARY BOOKS** (assuming one section in each year)
 - For each subject 10 different titles / authors and 3 copies in each title / author.
 - If there is additional section then there should be 50% extra books.
2. **JOURNALS / PERIODICALS / MAGAZINES** (Including Economics, Management and Computer Science related Journals).
 - ❖ 10 different Journals / Magazines / Periodicals

3. **STAFF**

M.Com.	I year	II year
Lecturer with M.Com	2	1
Lecturer with M.Com with PGDCA / M.Sc. [FCA] / M.Com [CA]	1	1

Working Hours Norms

- Head of the Department: 12 Lecture Hours per Week
- Other Faculty Members: 16 Lecture Hours per Week
- 2 Hours of Lab is equal to: 1 Hour of Lecture Hour
- 1 ½ Hours of UG Teaching is equal to : 1 Hour of PG Teaching

4. **EQUIPMENTS**

- ❖ **To be available in HOD Room**
 - One Pentium IV Computers, One printer , One UPS and Internet connectivity
 - Windows XP / Windows 2000 / Vista / Office 2007
 - Tally Accounting Package, Statistical Package and other subject related packages required for effective teaching of the subjects.
- ❖ **To be available in Staff Room**
 - Two Pentium IV Computers, One printer , One UPS and Internet connectivity
 - Windows XP / Windows 2000 / Vista / Office 2007
 - Tally Accounting Package, Statistical Package and other subject related packages required for effective teaching of the subjects.
- ❖ **To be available in Class Room**
 - LCD Projector and White board in each class room.
 - Adequate Lighting, Fan and Furniture in the class Room
- Stock register showing the details of equipments to be maintained by the Department of Commerce.

5. **STAFF ROOM**

- ❖ Separate department in the name of Department of Commerce for M.Com., course is essential.
- ❖ Staff room to be provided with adequate Lighting, Fan and Furniture.

6. **OTHER FACILITIES**

A seminar hall (adequate for at least 300 students) with Audio- Video facilities and Xerox facilities should be available in the college (Common for all the courses in the college).