

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

<b>M.Com.( Computer Applications)</b>	I year	II year
Lecturer with M.Com	1	1
Lecturer with M.Com with PGDCA / M.Sc. [FCA] / M.Com [CA]	1	1
Lecturer with MCA qualification preferably with B.Com / B.Com [CA] / B.Com [e-Com]	1	-
Computer lab Technician / Programmer	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
- ❖ **To be Available in the Computer Lab**
  - ❑ At the computer lab to be equipped with adequate number of Pentium IV systems (one for each student) networked with Windows NT / Windows XP / Vista and high speed Internet connection.
  - ❑ Licensed versions of Office 2007, Tally Accounting Package, Statistical Package and other subject related packages required for effective teaching of the subjects.

- ✓ Computer Student Ratio = 1:1
  - ✓ Area Required = 20 Sq.ft.per student
  - ✓ One Server with 3 Ghz or More
  - ✓ UPS with sufficient backup facilities
  - ✓ LCD Projector
  - ✓ Scanner
  - ✓ DVD Writer
- Stock register showing the details of equipments to be maintained by the Department of Commerce with Computer Applications.

#### **5. STAFF ROOM**

- ❖ Separate department in the name of Department of Commerce - Computer Applications for M.Com (Computer Applications) 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).