

CHECK LIST OF FACILITIES TO BE CREATED BY THE COLLEGES FOR STARTING M.Com (Finance and Control) 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 (Finance & Control)	I year	II year
Lecturer with Master of Finance & Control / M.Com	2	2
Lecturer with M.Com [CA] / M.Sc.[Finance & Computer Applications]	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 - Finance & Control for M.Com (Finance & Control) 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).