



Working Hour 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

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CHECKLIST OF RESOURCES

1. FACULTY RESOURCES

Working Hour 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

UG PROGRAMME:

First year : Semester I & II

S. No.	Subject	Instructional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Language I and II	6+6	1	M.A.
2.	English I and II	6+6	1	M.A.
3.	Core Papers	22	1	M.A.
4.	Allied Papers - A	10	1	M.A.
5.	Foundation Course A (General Awareness)	2+2		
TOTAL		60	4	

Second year : Semester III & IV

S. No.	Subject	Instruc-tional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Language III and IV			
2.	English III and IV			
3.	Core Papers			
4.	Allied Papers - B			
5.	Foundation Course B			
6.	Diploma Courses			
TOTAL				

Third year : Semester V & VI

S. No.	Subject	Instruc-tional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Core Papers			
2.	Diploma Courses			
TOTAL				

PG PROGRAMMES:

First year : Semester I & II

S. No.	Subject	Instruc-tional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Core Papers			
2.	Others			
TOTAL				

Second year : Semester III & IV

S. No.	Subject	Instruc-tional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Core Papers	22	2	M.A
2.	Others	4	2	M.A
TOTAL				

2. FACULTY ROOM REQUIREMENTS:

S. No.	Requirements	Quantity	Specification
I. HOD's Room / Cabin			
1	Room	1	10 X 15 Sq. Ft.
2	Phone with intercom	1	
3	Computer	1	P4, Dual Core, 80 GB Hard Disk or more
4	Printer	1	Laser Printer
5	Internet Connection		
5	Steel Cupboard	1	6 x 1.5 feet
6	Filing cabinet	1	6 x 1.5 feet
7	Executive Table with Chair	1	6 x 4 feet
8	Visitors Chair	3	'S' type Chair
II. Faculty Members Room			
1	Table with Writing Pad, small cupboard, drawer and locking facility	1 for each faculty	4 x 2 feet
2	Chair	1 for each faculty	S' type Chair
3	Steel Cupboard	1 for each faculty room	6 x 1.5 feet
4	Computer	1 for each faculty room	P4, Dual Core, 80 GB Hard Disk or more
5	Printer	1 for each faculty room	Laser Printer
6	Internet connection		
7	Phone with intercom	1	
12	Typist with Computer knowledge in MS Office	1	

3. TEACHING AIDS (Can be shared with other Departments)

S. No.	Name of the Aid	Required quantity	Specification
1	Public Address System in the Seminar Hall (Amplifier, Mic, Speaker, etc.)		
2	Television		
3	Video Recorder		
4	Computer with DVD player		
5	LCD Projector		
6	Over Head Projector		
7	Video Camera		
8.	Dogmatic Camera		
9.	Document Reader		
10.	CDs and DVDs of subject related		
11.	Audio Video Cassettes		
12.	Video conferencing facility		

4. CLASS ROOM REQUIREMENTS:

S. No.	Requirements	Nos. required	Specification as per the Norms
1	Class room Area (Separate for each year)		Atleast 10 Sq.ft. per class room.
2	Black Board or Fibre Glass Board	1	12 x 4'
3	Fan fittings		1 for every 125 Sq.ft.
4	Tube Light fittings		1 for every 100 Sq.ft.
5	Furnitures in the Classroom		
	a. Table & Chair for Faculty		One set per classroom
	b. Tables & Chairs for Students		One set per student
	c. Tables for equipments		
6	15 Amps. Plug Points		
7	OHP / LCD Projectors		
8	Screen Facility or Wall space for screening		

5. REQUIREMENTS FOR THE SEMINAR HALL:
(Can be shared with other Departments)

S. No.	Name of the Aid	Quantity	Specification
1	Area		
2	LCD Projector		
3	OHP		
4	Audio Video Equipments		
5	Television		
6	VCR		
7	Public Address System in the Seminar Hall (Amplifier, Mic, Speaker, etc.)		

6. LABORATORY REQUIREMENTS:

Norms: 50 Sq. Feet per student for Core courses
36 Sq. Feet per student for Allied courses.

S. No.	Requirements	Quantity required	Specification / Qualification
1	Lab Area		50 Sq.Ft. per Student / 36 Sq.Ft. per Student.
2	Lab Technician	1	B.Sc. in the relevant field.
3	Lab Attender	1	Pass in HSC
4	Stock Register		
5	Table size		
6	Chairs / Stools		3 x 1.5 for each student
7	Tables / Chairs for Lab Technician		

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No.	Equipments	Quantity required	Specification
	I year		
	II year		
	III year		
S. No.	Requirements	Quantity required	Specification
9	Racks / Room space for storing consumables		
10	Water supply		
11	Fire extinguisher		
12	Standby Power supply		
13	Wash room with sink		10 x 10 feet 2 tap connection
14	Preparation Room		12 x 12 feet
15	Instrument Room		20 x 12 feet
16	Store Room		20 x 20 feet
17	Culture Room		20 x 12 feet

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7. COMPUTER LAB REQUIREMENTS:

Computer Student Ratio:

Non Computer Courses	-	1 : 2
Computer Related Courses	-	1 : 1
Area required	-	20 Sq. ft. per student

S. No.	Equipments Required	Quantity Required	Specification as per the Norms
1.	Computer Server		Xeon 3 GHz or more
2.	Terminals / Nodes		P4, Dual Core, 80 GB Hard Disk or more
3.	Tables & Chairs for Terminals		3 x 3 per terminal
4.	Air Conditioner		1 / 1.5 tons for 200 Sq. Ft.
5.	Softwares		
	a. System Softwares: Windows NT / Windows Vista, etc. Office 2007. b. Application Softwares:		
6.	UPS		10 KV with one hour backup
7.	Generator		20 KVA
8.	Printer		One for every 10 terminals
9.	Scanner		
10..	Internet connection (High speed)		512 KB / 1 MB
11.	OHP / LCD Projectors		
12.	DVD Writer		
13.	System Analyst / Administrator	1	MCA (I Class) / M.E./ M.Tech (in Circuit branches) / M.Sc.(IT) / M.Sc. Computer Science (I Class) with one year experience in System Design / Software Development
14.	Technical Staff	1	First Class in PG of the subject concerned.

LANGUAGE LAB:

S. No.	Description	Quantity	Specification
1	Instructor		
2	Computers with Multimedia kit		
3	Relevant Softwares		

9. LIBRARY RESOURCES REQUIRED:

(Please enclose the list of Books and Journals)

a. BOOKS / JOURNALS / MAGAZINES

First Year

S. No.	Subject	Text Books (if any)	Reference Books	No. of Journals / Magazines
1.	Language I and II	5 titles	50 titles	
2.	English I and II	5 titles	50 titles	
3.	Core Papers per Subject	5 titles	50 titles	
4.	Allied Papers	5 titles	50 titles	
5.	Foundation Course A	5 titles	50 titles	

Second Year

S. No.	Subject	Text Books (if any)	Reference Books	No. of Journals / Magazines
1.	Language III and IV	5 titles	50 titles	
2.	English III and IV	5 titles	50 titles	
3.	Core Papers	5 titles	50 titles	
4.	Allied Papers	5 titles	50 titles	
5.	Foundation Course B	5 titles	50 titles	
6.	Diploma Courses	5 titles	50 titles	

Third Year

S. No.	Subject	Text Books (if any)	Reference Books	No. of Journals / Magazines
1.	Core Papers	5 titles	50 titles	
2.	Diploma Course	5 titles	50 titles	

b. LIBRARY STAFF REQUIRED:

S. No.	Requirements	Required No.	Qualification
1.	Librarian / Assistant Librarian	1	Any Master Degree with M.Lib.
2.	Library Assistants	1	Any Bachelor Degree with B.Lib.
3.	Supportive Staff		

c. LIBRARY FURNITURE REQUIREMENTS:

S. No.	Requirements	Required quantity
1.	Racks to store books	
2.	Student study Tables	
3.	Student study Chairs	
4.	For Library / Staff	
5.	Tables and Chairs	

10. OTHER EQUIPMENTS REQUIRED:

S. No.	Requirements	Required quantity
1.	Photo copying facility	
2.	Computers with Multimedia Kit to play back DVDs.	
3.	Library Software	
4.	Scanner / Smart Card reader / Bar code reader	
5.	CDs / DVDs rack	
6.	CDs / DVDs facility	

11. HOSTEL FACILITIES:

S. No.	Facilities	Required facilities
1.	Hostel for Boys	
2.	Hostel for Girls	
3.	RCC roofed room	
4.	Cooking and Dining facilities	
5.	Recreational facility	
6.	Fittings	
7.	Furnitures	
8.	Utilities:	
	a. Toilets	
	b. Drinking water	
	c. Water for other use	
	d. Laundry facility	
9.	Medical facilities	

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12. AVAILABILITY OF OTHER FACILITIES :

S. No.	Parameter	Requirements
1.	All Weather Approach Road (cemeted / kuchha)	
2.	Potable Water Supply System (own bore well / municipal corporation)	
3.	Drinking Water (One pipe / Drum / Water Purifier for every floor.)	
4.	Electrical Generator (5 kv, 5-10 kv, more than 20 kv)	
5.	Students' Canteen	
6.	Students' Common Room (Boys / Girls)	
7.	If no hostel facility is available, whether arrangements have been made for boarding and lodging of students near to the institution, if yes mode of travel from the place of stay of the institution	
8.	Toilet facilities: (Norms: One wash basin, sink, urinal and toilets for every 25 faculty and for every 25 students separately. For ladies and gents separate facilities must be available) 1. Sink 2. Water Basin 3. Urinal 4. Toilets	
9.	Parking facilities	
10.	Medical facilities (Full time / part time doctor / Dispensary)	
11.	Insurance facilities	
12.	Telephone booth	
13.	Gymnasium / Indoor / Outdoor Games facilities	
14.	Rainwater-harvesting facilities	
15.	Post office facility	
16.	Bank facility	
17.	Transport facility for day scholars	
18.	Reprographic facilities in the Institution	
19.	Barrier free environment for physically challenged	
20.	Others (Please specify)	