

CHECK LIST OF FACILITIES TO BE CREATED BY THE COLLEGES FOR STARTING M.Com (Financial and Cost Accounting) 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 (Financial and Accounting)	I year	II year
Lecturer with M.Com	1	1
Lecturer with M.Com (Financial and Cost Accounting) / M.Com (Finance and Accounting) / M.Com (F&C)	1	1
Lecturer with M.Sc. [FCA] / M.Com [CA]	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 Financial and Cost Accounting.

5. **STAFF ROOM**

- ❖ Separate department in the name of Department of Commerce - Financial and Cost Accounting for M.Com (Financial and Cost Accounting) 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).