

## CHECK LIST 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  
 1½ 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
		I	II		
1.	Language I and II	6	6		
2.	English I and II	6	6		
3.	Core Papers	10	10	} one	MA Cooperation / MCom Cooperative management /MCom Cooperation and with other UGC requirements
4.	Allied Paper – A	6	6		
5.	Foundation Course A (General Awareness)	2	2		
	<b>TOTAL</b>	<b>30</b>	<b>30</b>		

**Second Year : Semester III & IV**

S. No	Subject	Instructional Hours		No. of Faculty members required	Faculty Qualification requirements
		III	IV		
1.	Language III and IV	-	-	-	
2.	English III and IV	-	-	-	
3.	Core Papers	22	22	} Two	MA Cooperation / MCom Cooperative management /MCom Cooperation and with other UGC requirements
4.	Allied Paper – B	6	6		
5.	Foundation Course B	2	2		
6.	Diploma Courses	4	4		
	<b>TOTAL</b>	<b>34</b>	<b>34</b>		

Third Year : Semester V & VI

S. No	Subject	Instructional Hours		No. of Faculty members required	Faculty Qualification requirements
		V	VI		
1.	Core Papers	30	30	} Two	MA Cooperation / MCom Cooperative management /MCom Cooperation and with other UGC requirements
2.	Diploma Courses	4	4		
	<b>TOTAL</b>	<b>34</b>	<b>34</b>		

PG PROGRAMMES:

First Year: Semester I & II

S. No	Subject	Instructional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Core Papers			
2.	Others			
	<b>TOTAL</b>			

Second Year : Semester III & IV

S. No	Subject	Instructional Hours	No. of Faculty members required	Faculty Qualification requirements
1.	Core Papers			
2.	Others			
	<b>TOTAL</b>			

## 2. FACULTY ROOM REQUIREMENTS:

S. No.	Requirements	Quantity	Specification
1. HOD's Room / Cabin			
1	Room	1	10 x 15 ft.
2	Phone with intercom	1	
3.	Computer	1	p4, dual Core, 80GB Hard disk or More
4.	Printer	1	Laser Printer
5	Internet connection		
6	Steel Cupboard	1	6 x 1.5 feet
7	Filing cabinet	1	6 x 1.5 feet
8	Executive Table with chair	1	6 x 4 feet
9	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, 80GB Hard disk or More
5.	Internet connection		
6.	Phone with intercom	1	
7.	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.)	1	
2	Television	1	
3.	Video Recorder	1	
4.	Computer with DVD Player	1	
5.	LCD Projector	1	
6.	Over head projector	2	
7.	Video Camera	-	
8.	Dogmatic Camera	-	
9.	Document Reader	-	
10.	CDs and DVDs of subject related	10	
11.	Audio Video Cassettes	15	
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)	3	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.	Furniture's 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. Plugh Points		
7.	OHP / LCD Projectors	Common	
8.	Screen facility or wall space for screening	Sharing	

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

S.No	Name of the Aid	Quantity	Specification
1.	Area	40 X 80	
2.	LCD Projector	1	
3.	OHP	1	
4.	Audio Video Equipment	1	
5.	Television	1	
6.	VCR	1	
7.	Public Address System in the Seminar Hall (Amplifier, Mic, Speaker, etc.	1	

#### 6. LABAOURATORY REQUIREMENTS: (Shared with Computer Science Department)

**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		3 x 1.5 for each student
6.	Chairs/ Stools		
7.	Tables / Chairs for Lab Technician		

S.No.	Requirements	Quantity required	Specification / Qualification
8	I Year		
	II Year		
	III Year		
S.No.	Requirements	Quantity required	Specification / Qualification
9	Racks/Room space for storing consumables		
10	Water supply	Common	
11	Fire extinguisher	Facility	
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

## 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.	Requirements	Quantity required	Specification / Qualification
1	Computer Server		Xeon 3 GHz or more
2	Terminal / 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.

S.No.	Equipment required	Quantity required	Specification as per the Norms
5	Software		
	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.

### 8. LANGUAGE LAB:

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

### 9. LIBRARY RESOURCES REQUIRED:

(Please enclose the list of Books and Journals) Enclosed

#### a. BOOKS / JOURNALS / MAGAZINES

##### First year

S. No	Subject	Text Book (if any)	Reference Books	No. of Journals/Magazines
1.	English 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	5
4.	Allied Papers	5 titles	50 titles	5
5.	Foundation Course A			5

## Second Year

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

## Third Year

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

### b. LIBRARY STAFF REQUIRED: (Common)

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

### c. LIBRARY FURNITURE REQUIREMENTS: (Shared with College Library)

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: (Shared with the College)**

<b>S. No.</b>	<b>Requirements</b>	<b>Required Quantity</b>
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: (Shared with the College)**

<b>S. No.</b>	<b>Facilities</b>	<b>Required facilities</b>
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.	

## 12. AVAILABILITY OF OTHER FACILITIES: (Shared with the College)

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 (5KV, 5-10 KV, more than 20KV)	
5.	Students' Canteen	
6.	Students' Common Room (Boys/Girls)	
7.	<b>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.</b>	
8.	<b>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.</b> <b>1. Sink</b> <b>2. Water Basin</b> <b>3. Urinal</b> <b>4. Toilets.</b>	
9.	<b>Parking facilities</b>	
10.	<b>Medical facilities (Full time / part time doctor / Dispensary)</b>	
11	<b>Insurance facilities</b>	
12	<b>Telephone booth</b>	
13	<b>Gymnasium / Indoor / Outdoor Games facilities</b>	
14	<b>Rainwater – harvesting facilities</b>	
15	<b>Post Office facility</b>	
16	<b>Bank facility</b>	
17	<b>Transport facility for day scholars</b>	
18	<b>Reprographic facilities in the Institution</b>	
19	<b>Barrier free environment for Physically challenged</b>	
20	<b>Others (Please specify</b>	