

Government permission

PONDICHERRY UNIVERSITY
NORMS FOR AFFILIATION

2006

These norms may be treated as the guidelines for the minimum requirements to be possessed by the College/Institutions for seeking affiliation with Pondicherry University.

COMMON BASIC CRITERIA FOR OBTAINING AFFILIATION

Management

Government or a Society registered under the Societies 'Registration Act 1860 (21 of 1860) or a Trust with Trustees being appointed and vested with legal powers and duties and create a non-transferable Endowment Fund in the name of the Society or Trust as the case may be.

Should have obtained NOC from the respective State Government

Statutory body approval

- (i) Approval of respective statutory bodies like AICTE, MCI, NCTE should have been obtained.
- (ii) Wherever special status like 'Minorities' etc is claimed approval of the respective statutory body like "Minorities Commission" should have been obtained

Endowment Creation

The University may fix the quantum of endowment keeping in view the adequacy of the financial position of the college after taking into account the Government grant. The endowment should be created accordingly.

Own Land

The Society / Trust should own adequate land exclusively for the college. Documentary proof for ownership of lands exclusively earmarked for the college and Legal opinion from the Government pleader on the ownership of land and extent of coverage should be produced .

Financial Stability

Documents showing the financial viability of the college (details of budgeted revenue and expenses statement) should be produced

M.C.A.

Requirements
<u>Land</u>
<u>Essential:</u> Should have a minimum of 2.5 acres of land
<u>Endowment Creation</u>
<u>Essential:</u> 75,00,000/- (50% in Cash & 50% in Property)
<u>Class Room/Lecture room</u>
<u>Essential:</u> <u>Minimum Built up area in (Sq.m.) :</u> a) Instructional Area (Carpet area) - 500 b) Administrative Area (Carpet area) – 100 c) Circulation & other Area – 100 <u>Details of Instructional area (Carpet area) :</u> Class rooms – 1 No. – 70 Sqm. Tutorial room – 1 No. – 40 Sqm. Computer Centre – 1 No. – 150 Sqm. Library – 1 No. – 100 Sqm. Laboratories – 1 No. – 150 Sqm. The institution which is offering post graduate programme in MCA must have 2 classroom and four syndicate/tutorial rooms. The carpet areas requirement of the class rooms and syndicate rooms depends upon the number and type of seating arrangement for the students and provisions for a platform, a table and a chair for the teacher. <u>Carpet Area Requirement (in Sq.m./Student)</u> Class rooms for 15-20 students – Minimum : 1.3 – Desirable : 1.5 – Suggested range : 25-30 Class rooms for 30-40 students – Minimum : 1.2 – Desirable : 1.4 – Suggested range : 50-55 Class rooms for 60 students – Minimum : 1.1 – Desirable : 1.3 – Suggested range : 65-80
<u>Laboratories/Teaching Aids</u>
<u>Essential:</u> The computer facilities available for computer education programmes must be separate and in addition to any centralized computer centre. i. System in charge : The system in charge shall be a part time post in the cadre of an Assistant

Professor. He shall have a teaching load of 6 hrs. per week. He may be designated as Asst. professor (computer center in charge). He is responsible for all the activities associated with the effective and optimum utilization of computer hardware and software as well as their upkeep and maintenance. He will report to the head of the Department.

ii. Computer Programmer : One Computer Programmer for a batch of 30 students is needed and will report to the system in charge/head of computer science department in all aspects connected with programme writing, executing and getting the output results for suggested problems. His qualification will be the same as that of lecturer. He shall have a teaching load along with responsibilities in the computer facilities.

iii. Computer Operator : The computer operator is responsible to the system-in-charge and the computer programmer in all matter connected with the operation of computer systems and peripherals.

The computer programme, being a professional course with significant management application component, will require presentation and discussion of case studies in the class room. This can be greatly facilitated by the use of overhead projector and video. Thus a Institute / college shall have the following teaching aids exclusively for computer programmes. Overhead projector one for each lecture class room, LCD Projector, DVD/VCD player, TV and Education programme cassettes.

Library

Essential:

Initial stock of books :

Each programme (primary books on computer science & Engineering – Minimum : 3000 – Desirable : 5000

Mathematic (including numerical methods, theoretical computer science & algorithms) – Minimum : 3000 – Desirable : 5000

Number of journals 12 (6 National + 6 International) 16 (8 National + 8 International)

Desirable:

i. Digital Library – One Computer + Library Networking + Multimedia Facilities

ii. Yearly addition of Books :

For each programme 1 book per student admitted (with publication not more than 3 years old) 1.5 books per student admitted

Faculty (Student Teacher Ratio)

Essential:

The desirable student to teacher ratio for the model curriculum will be 10 :1. However, it should not be allowed to rise beyond 15:1

The teacher will engage in Group/Class sizes for formal teaching in the ratio given below :

Theory lecture class – 30:1

Tutorial – 30:1

Lab practical – 30:1

The total teaching load should be shared by the various categories to teachers as follows :

Professor – 12 Hours/week

Professor – 14 Hours/week

Lecturer – 16 Hours/week

Computer Centre/Facility

Essential:

No. of Terminals : Terminal-Student Ratio = 1:2 (30 Nos.)

Hardware : P4 or above

LAN/WAN – 50% of no. of terminals (15Nos.)

Licensed software : System software 2; Application Software 4

Peripherals : Printer – Terminal Ratio = 1:10 (3 Nos.)

Taking into consideration terminal for monitoring, breakdown etc. additional terminals required = 10

Hence, total number minimally required to offer MCA in Computer programme is as follows :

1. Unix based system with adequate configuration such as 486DX with 32 MB RAM, 500 MB HDD, 5.25"/3.5" FDD, SVGA monitor and associated subsystems – 4 number.
2. DOS and windows based workstations with adequate configuration such as 386DX / 486SX with 8 MB RAM, 200 MB HDD, 5.25"/3.5" FDD, SVGA monitor & associated subsystem – 36 numbers.
3. Language processors for Fortran, COBAL, Pascal, C, C++ Object Oriented language, Visual Basic, Prolog, Lisp.

All the above systems should be connected in a LAN configuration in a client-server Architecture with UNIX system as the server. For this, all the systems should have appropriate hardware/software.

1. DOS 6.2 or above ; WINDOWS 3.1 or above ; UNIX SVR 4.2 or above, or equivalent product; LAN software to achieve connectivity.
2. Language processor for FORTRAN, PASCAL, 'C', COBOL Object Oriented language, Visual Basic, PROLOG, LISP.
3. DBMS and one RDBMS.
4. Graphics languages and application packages.
5. Scientific and statistical packages.
6. Software tools (CASE tools (basic), GUI tools, Testing tools).

Sufficient number of printers shall be provided with combination of Dot Matrix Printer, Laser printer, plotter and Ink jet printer.

Student Hostel

Desirable:

If the opening of a new college is to cover the students in the surrounding area, adequate hostel facilities should be provided, hostel accommodation must also be according to norms prescribed by the UGC.

Boys : 25% of students

Girls : 50% of students

Essential Service

Adequate facilities for essential service (Water, electricity and sewerage facilities be provided in all the buildings)

Desirable:

Permanent Electrical connection with 15 KVA.

Electrical Generator – 5 KVA

Potable water supply system – 120 Lt/day

Other amenities

Essential:

- (a) Playground
- (b) Ramps be provided in the building for the Physically handicapped
- (c) Separate common rooms for girls and boys be provided in co-educational colleges – 100 Sqm.
- (d) There should be separate toilets for girls
- (e) Adequate accommodation be provided for Principal's Office, Bursar's Office and for administrative staff.
- (f) There should be a staff room of a proper size
- (g) Certificate for fire safety
- (h) Canteen – 100 Sqm.
- (i) Parking space : This will be provided as open or covered area at the rate of 15 percent of the plinth area of the institute building
- (j) Adequate arrangements for meeting Emergency medical requirements should be available within the campus.

Desirable:

- (a) Auditorium
- (b) Seminar Hall
- (c) All Weather approach Road – Minimum 4m wide
- (d) Staff Quarters for Teachers : Flat type accommodation for atleast 25% of the teachers along with certain common facilities. If the college is to be established in a remote area, higher percentage of teachers may be provided with accommodation in order to facilitate their participation in the corporate life of the college