



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY,
MURTHAL, SONEPAT, HARYANA-131039**

**NORMS & STANDARDS FOR PROVISIONAL AFFILIATION
INCREASE IN INTAKE / NEW / ADDITIONAL UG PROGRAMME IN
BBA (Bachelor of Business Administration) (3 Years)**

1.	Name of the Society / Trust			
2.	Name & Address of the Proposed / Existing Institute (tick one):			
3.	Office Bearers of the Society present at the time of Inspection			
4.	Proposed institute will operate in own / rented building:			
5.	Courses already run by the Institute:			
6.	Name of the Programme(s) / additional discipline(s) / intake increase (tick one / more) to be started			
	INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY
	Intake of 60 Students, i.e., Class of 60 students forms one division or Group, 'G' (maximum 2 divisions are allowed)			
7.	Affiliation Fee	(a) Rs 2.5 lacs for new U.G. Programme (BBA) (b) Rs. 2.5 lacs for addition of discipline		
8.	Availability of Land (in Acres)	Rural 2.50 Other than rural 1.00		
9.	Date of submission of application for starting a new college.	Upto the end of February of the concerned year (late fees shall be charged as prescribed by the University).		
10.	Date of submission of application for starting (a) New Programme(s) (b) Additional discipline(s) / branch(es) (c) Additional intake	-do-		
11.	Date of 1 st Inspection for 1 st year of the course	10-30 days prior to participation in counseling/ admission process		
12.	Infrastructure to be made available by the Institute / college at the time of 1 st inspection for 1 st year of the course	60% of the norms laid down by the Univ.		
13.	Date of 2 nd inspection for 1 st year of the course (for a particular year of the course, 2 nd inspection may not be warranted if infrastructure / norms are 100% complete as and when 1 st inspection is carried out for the particular year of the course).	Within 3 months from 1 st inspection of 1 st year of the course		

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	INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY
14.	Infrastructure to be made available by the Institute at the time of 2 nd inspection for 1 st year of the course	100% of the norms laid down by the Univ. Deficiency beyond 20% in case of essential items would not be accepted for affiliation		
15.	Date of 1 st inspection for 2 nd year of the course	10-30 days prior to start of 2 nd year of the course		
16.	Infrastructure to be made available by the college at the time of 1 st inspection for 2 nd year of the course	80% of the norms laid down by the University		
17.	Date of 2 nd Inspection for 2 nd year of the course	Within 3 months from 1 st inspection of 2 nd year of the course		
18.	Infrastructure to be made available by the College at the time of 2 nd inspection for the 2 nd year of the course	100% of the norms laid down by the Univ. Deficiency beyond 20% in case of essential items would not be accepted for affiliation		
19.	Date of 1 st inspection for 3 rd year of the course	10-30 days prior to start of 3 rd year of the course		
20.	Infrastructure to be made available by the college at the time of 1 st inspection for 3 rd year of the course	80% of the norms laid down by the University		
21.	Date of 2 nd Inspection for 3 rd year of the course	Within 3 months from 1 st inspection of 3 rd year of the course		
22.	Infrastructure to be made available by the College at the time of 2 nd inspection for 3 rd year of the course	100% of the norms laid down by the Univ. Deficiency beyond 20% in case of essential items would not be accepted for affiliation		
23.	Date of Annual Inspection after 3 years completion of BBA programme	10-30 days prior to start of each Academic year		
BUILDINGS				
Administrative (Common for all Branches)				
24.	Director/Principal's Office	1 (Furnished)		
25.	Secretariate Office	1 (Furnished)		
26.	Administrative Officer's Office	1 (Furnished)		
27.	Training & Placement Office (common for all disciplines)	1 (Furnished)		
28.	Reception Room	1 (Furnished)		
29.	Store	1 (Furnished)		
30.	Strong Room	1 (Furnished)		
31.	Civic Facilities like Potable water, electricity, ventilation, toilets, sewerage, all-weather road, etc., in conformity with norms of PWD	Toilet: 1 each for staff & 2 each for students on each floor Potable water on each floor. Others as per norms.		
32.	Parking Place	As per requirement		
Academic				
1st Year				
33.	Class rooms (66 sqm.)	C = G		
34.	Tutorial rooms (33 sqm.)	G		
35.	Computer Centre Lab (66 sqm.)	1		
36.	Library & Reading room (200 sqm.) (Additional Library & Reading room area of 50 sqm. per 60 students (UG+PG) beyond total 420 intake)	1		

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	INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY
37.	Conference / Seminar Halls (132 sqm.)	1		
38.	Faculty rooms	4G		
39.	Visiting faculty rooms	1		
40.	Dept. Office	1 (Furnished)		
41.	Cabin for Head of Dept.	1 (Furnished)		
	2nd Year			
42.	Class rooms (66 sqm.)	G (total 2G)		
43.	Tutorial rooms (33 sqm.)	G (total 2G)		
44.	Labs (66 sqm.)	1		
45.	Faculty rooms	4G (total 8G)		
	3rd Year			
46.	Class rooms (66 sqm.)	G (total 3G)		
47.	Tutorial rooms (33 sqm.)	G (total 3G)		
48.	Labs (66 sqm.)	1 (total 2)		
49.	Faculty rooms	3G (Total 11 G)		
	Others			
50.	Students Centre or Separate Common Room for Boys & Girls	1		
51.	Canteen	1		
52.	Medical Room	1		
53.	Play Grounds	Indoor gymnasium / court and Outdoor playground		
54.	Hostel Strength with Kitchen & Dining Hall etc.	For minimum 10% of Boys and 20% of girls enrolled		
55.	Warden Office	1 for each hostel		
56.	Guest Rooms	1 for each hostel		
	ADMINISTRATIVE STAFF			
57.	Director / Principal	1		
58.	Training & Placement Officer (common for all programmes)	1		
59.	Administrative Officer	1		
60.	Assistant	1		
61.	Clerk / Typist / DEO	1		
62.	Store Keeper	1		
63.	Peon	2		
64.	Security Man	2		
65.	Sweepers	2		
	LIBRARY STAFF			
66.	Librarian / Assistant Librarian	1		
67.	Library Attendant	1		
68.	Peon	1		
	COMPUTER LAB STAFF			
69.	Programmer Assistant / Sr. Technical Assistant	1		
70.	Lab Attendant	1		
	TEACHING FACULTY			
71.	Nature of appointment	Permanent / Regular		
72.	No. of Faculty Members Year wise (attach list with Qualification(s), Specialization(s), Experience, DOB, Photograph, etc.)	As per Univ. norms (See Sr. Nos. 78 to 85 below)		
73.	Qualifications	As per AICTE / UGC / GOVT. / Univ. norms		
74.	Selection Committee	Should include a faculty member of Professor rank in the Univ. in the related discipline (without such expert from the Univ., appointment of selected teachers shall not be approved by the Univ.)		

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	INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY
75.	Grades of pay	As announced by UGC / AICTE and implemented by the Govt. / Univ.		
76.	Mode of payment	By cheque		
77.	Faculty : Student ratio	1 : 15		
	Cadre Ratio (P : Assoc. Prof. : Astd. Prof.)	1 : 2 : 6		
	1st Year			
78.	Associate Professor	G		
79.	Asstd. Professor	2G		
	2nd Year			
80.	Professor	G		
81.	Associate Professor	G (total 2G)		
82.	Asstd. Professor	3G (total 5G)		
83.	Visiting Faculty	As per requirement		
	3rd Year			
84.	Associate Professor	G (total 3G)		
85.	Asstd. Professor	3G (total 8G)		
	BOOKS, PERIODICALS & JOURNALS			
86.	Books (Titles)	75 (25+25+25 in each year) per discipline		
87.	Books (Volume)	250 G		
88.	National + International Journals	3G + 2G		
89.	Newspapers, Magazines, etc.	As per requirements		
90.	Initial investment on Books & Journals	Rs. 2 Lacs		
91.	Percentage of Fee that must be spent for addition of Books, Journals, etc. every year	10%		
	GENERAL REQUIREMENTS			
92.	Xerox Machine	1 for Library & 1 otherwise		
93.	Computing & Internet facilities for Library, Administrative Officers & Faculty	Exclusive computing facilities with LAN & Internet over & above the requirement meant for students.		
94.	LCD / Multi-media Projectors	3 (1 for each year)		
95.	Computers (No. of PCs : students ratio)	1:4		
96.	Printers (% of total no. of computers)	5%		
97.	Women cell constituted as per Hon ^{ble} Supreme court guidelines to address harassment issues of female staff & students	Reqd.		
98.	Anti-ragging committee & Anti-ragging squad constituted as per Hon ^{ble} Supreme Court & AICTE Guidelines	Reqd.		
99.	Anti-ragging related phone nos., slogans & other publicity material duly displayed at prominent places in the institute	Reqd.		
100.	EQUIPMENTS (No. of experimental set-ups be so arranged that max. 4 students shall work on one set) : Equipments List continues (attached) Programme & discipline wise.			

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**APPARATUS / SOFTWARES FOR BACHELOR IN BUSINESS ADMINISTRATION (BBA) (3
YEARS)**

	INFRASTRUCTURE	REQUIRED*	AVAILABLE	DEFICIENCY
S. No.	Name of Equipments / Softwares	Quantity		
1st Year Labs: Computer Fundamentals, Computer Applications in Management				
Name of the Lab: BBA-107 Computer Fundamentals				
1.	Computer Systems	30		
Name of the Lab: BBA-108 Computer Application in Management				
2.	Computer Systems with S. No. 2 & 3 available	30		
3.	LAN			
4.	Internet connection			
2nd Year Labs: Database Management Systems, Introduction to Information Technology				
Name of the Lab: BBA-209 Database Management Systems				
5.	Computer Systems with S. No. 2 & 3 available	30		
6.	Microsoft Access			
7.	Internet connection			
Name of Lab: BBA-210 Introduction to Information Technology				
8.	Computer Systems with S. No. 2, 3 & 4 available	30		
9.	Microsoft Office Suite			
10.	Tally accounting package			
11.	Internet connection			
3rd Year Labs: Computer Networks and Internet, E-Commerce				
Name of the Lab: BBA-307 Computer Networks and Internet				
12.	Computer Systems with S. No. 2 & 3 available	30		
13.	LAN			
14.	Internet connection			
Name of the Lab: BBA-310 E-Commerce				
15.	Computer Systems with S. No. 2	30		
16.	Internet connection			

* The requirements are for a batch of 60 students with 2:1 student to computer ratio.

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