



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

**NORMS & STANDARDS FOR PROVISIONAL AFFILIATION  
INCREASE IN INTAKE / NEW / ADDITIONAL PROGRAMME IN  
Bachelor of Computer Applications (BCA) (3 Yrs.)**

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:			
	<b>INFRASTRUCTURE</b>	<b>REQUIRED</b>	<b>AVAILABLE</b>	<b>DEFICIENCY</b>
	Intake of 60 Students, i.e., Class of 60 students forms one division or Group, 'G'			
7.	Availability of Land (in Acres)	Rural 2.50	Other than rural 1.00	
8.	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).		
9.	Date of submission of application for starting (a) New Programme(s) (b) Additional discipline(s) / branch(es) (c) Additional intake	-do-		
10.	Date of 1 <sup>st</sup> Inspection for 1 <sup>st</sup> year of the course	10-30 days prior to participation in counseling/ admission process		
11.	Infrastructure to be made available by the Institute / college at the time of 1 <sup>st</sup> inspection for 1 <sup>st</sup> year of the course	60% of the norms laid down by the Univ.		
12.	Date of 2 <sup>nd</sup> inspection for 1 <sup>st</sup> year of the course (for a particular year of the course, 2 <sup>nd</sup> inspection may not be warranted if infrastructure / norms are 100% complete as and when 1 <sup>st</sup> inspection is carried out for the particular year of the course).	Within 3 months from 1 <sup>st</sup> inspection of 1 <sup>st</sup> year of the course		
13.	Infrastructure to be made available by the Institute at the time of 2 <sup>nd</sup> inspection for 1 <sup>st</sup> 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		

Certified by the Director/Principal

	<b>INFRASTRUCTURE</b>	<b>REQUIRED</b>	<b>AVAILABLE</b>	<b>DEFICIENCY</b>
14.	Date of 1 <sup>st</sup> inspection for 2 <sup>nd</sup> year of the course	10-30 days prior to start of 2 <sup>nd</sup> year of the course		
15.	Infrastructure to be made available by the college at the time of 1 <sup>st</sup> inspection for 2 <sup>nd</sup> year of the course	80% of the norms laid down by the University		
16.	Date of 2 <sup>nd</sup> Inspection for 2 <sup>nd</sup> year of the course	Within 3 months from 1 <sup>st</sup> inspection of 2 <sup>nd</sup> year of the course		
17.	Infrastructure to be made available by the College at the time of 2 <sup>nd</sup> inspection for the 2 <sup>nd</sup> 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		
18.	Date of 1 <sup>st</sup> inspection for 3 <sup>rd</sup> year of the course	10-30 days prior to start of 3 <sup>rd</sup> year of the course		
19.	Infrastructure to be made available by the college at the time of 1 <sup>st</sup> inspection for 3 <sup>rd</sup> year of the course	80% of the norms laid down by the University		
20.	Date of 2 <sup>nd</sup> Inspection for 3 <sup>rd</sup> year of the course	Within 3 months from 1 <sup>st</sup> inspection of 3 <sup>rd</sup> year of the course		
21.	Infrastructure to be made available by the College at the time of 2 <sup>nd</sup> inspection for 3 <sup>rd</sup> 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		
22.	Date of Annual Inspection after 3 years completion of BCA programme	10-30 days prior to start of each Academic year		
	<b>BUILDINGS</b>			
	<b>Administrative (Common for all Branches)</b>			
23.	Director/Principal's Office	1 (Furnished)		
24.	Secretariate Office	1 (Furnished)		
25.	Administrative Officer's Office	1 (Furnished)		
26.	Training & Placement Office (common for all disciplines)	1 (Furnished)		
27.	Reception Room	1 (Furnished)		
28.	Store	1 (Furnished)		
29.	Strong Room	1 (Furnished)		
30.	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.		
31.	Parking Place	As per requirement		
	<b>Academic</b>			
	<b>1<sup>st</sup> Year</b>			
32.	Class rooms (66 sqm.)	C = G		
33.	Tutorial rooms (33 sqm.)	1		
34.	Computer Labs (66 sqm.)	2G		
35.	Computer Centre Lab (66 sqm.)	1		
36.	Library & Reading room (150 sqm.) (Additional Library & Reading room area of 50 sqm. per 60 students beyond total 420 intake)	1		
37.	Conference / Seminar Halls (132 sqm.)	1		
38.	Faculty rooms	4G		
39.	Visiting faculty rooms	1		
40.	Dept. Office	1 (Furnished)		

Certified by the Director/Principal

	<b>INFRASTRUCTURE</b>	<b>REQUIRED</b>	<b>AVAILABLE</b>	<b>DEFICIENCY</b>
41.	Cabin for Head of Dept.	1 (Furnished)		
	<b>2<sup>nd</sup> Year</b>			
42.	Class rooms (66 sqm.)	G (total 2G)		
43.	Tutorial rooms (33 sqm.)	G (total 2G)		
44.	Computer Labs (66 sqm.)	G (total 3G)		
45.	Faculty rooms	4G		
	<b>3<sup>rd</sup> Year</b>			
46.	Class rooms (66 sqm.)	G (total 3G)		
47.	Tutorial rooms (33 sqm.)	G (total 3G)		
48.	Computer Labs (66 sqm.)	G (total 4G)		
49.	Faculty rooms	3G ( Total 11 G)		
	<b>Others</b>			
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 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		
	<b>ADMINISTRATIVE STAFF</b>			
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		
	<b>LIBRARY STAFF</b>			
66.	Librarian / Assistant Librarian	1		
67.	Library Attendant	1		
68.	Peon	1		
	<b>COMPUTER LAB STAFF</b>			
69.	Programmer Assistant / Sr. Technical Assistant	1		
70.	Lab Attendant	1		
	<b>TEACHING FACULTY</b>			
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.		
75.	Grades of pay	As announced by UGC/AICTE and implemented by the Govt. / Univ.		

Certified by the Director/Principal

	<b>INFRASTRUCTURE</b>	<b>REQUIRED</b>	<b>AVAILABLE</b>	<b>DEFICIENCY</b>
76.	Mode of payment	By cheque		
77.	Faculty : Student ratio	1 : 15		
	Cadre Ratio (P : Assoc. Prof. : Astd. Prof.)	1 : 2 : 6		
<b>1<sup>st</sup> Year</b>				
78.	Associate Professor	G		
79.	Asstd. Professor	2G		
<b>2<sup>nd</sup> Year</b>				
80.	Professor	G		
81.	Associate Professor	G (total 2G)		
82.	Asstd. Professor	3G (total 5G)		
83.	Visiting Faculty	As per requirement		
<b>3<sup>rd</sup> Year</b>				
84.	Associate Professor	G (total 3G)		
85.	Asstd. Professor	3G (total 8G)		
<b>BOOKS, PERIODICALS &amp; JOURNALS</b>				
86.	Books (Titles)	75 (25+25+25 in each year)		
87.	Books (Volumes)	225 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%		
<b>GENERAL REQUIREMENTS</b>				
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.	<b>EQUIPMENTS (No. of experimental set-ups be so arranged that max. 4 students shall work on one set): Equipments List continues (attached) Programme &amp; Discipline wise.</b>			

Certified by the Director/Principal



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY,  
MURTHAL, SONEPAT, HARYANA-131039  
APPARATUS / SOFTWARES FOR Bachelor of Computer Applications  
(BCA) (3 Years)**

	INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY
S. No.	Name of Equipments / Softwares	Quantity		
<b>1<sup>st</sup> Year Labs: Software Lab-I, Software Lab-II, Software Lab-III, Seminar Lab / Room</b>				
<b>Name of the Lab: Software Lab-I</b>				
1.	Desktop Computers	20		
2.	MS Office complete	On all 20 machines		
3.	Internet connection with suitable connectivity	On all 20 machines		
<b>Name of the Lab: Software Lab-II</b>				
4.	Desktop Computers	20		
5.	Turbo C/GCC Compiler	20 user license		
<b>Name of the Lab: Seminar / Lab Room</b>				
6.	Desktop Computers	20		
7.	LCD Projector for presentation	01		
<b>Name of the Lab: Software Lab-III</b>				
8.	Desktop Computers	20*		
9.	Web Server	01		
10.	Internet connection with suitable connectivity	On all 20 machines		
11.	HTML/XML	On all 20 machines		
<b>2<sup>nd</sup> Year Labs: Software Lab-IV, Software Lab-V, Software Lab-VI, Software Lab-VII, Software Lab-VIII</b>				
<b>Name of the Lab: Software Lab-IV</b>				
12.	Desktop Computers	20 *		
13.	MS Access	20 user license		
<b>Name of the Lab: Software Lab-V</b>				
14.	Desktop Computers	20		
15.	Turbo C/GCC Compiler	On all 20 machines		
<b>Name of the Lab: Software Lab-VI</b>				
16.	Desktop Computers	20 *		
17.	DBMS Software (MySQL/Oracle/SQL Server)	20 user license		
<b>Name of the Lab: Software Lab-VII</b>				
18.	Desktop Computers	20 *		
19.	Web Server	01		
20.	Internet connection with suitable connectivity	On all 20 machines		
21.	HTML/XML/DHTML	On all 20 machines		
<b>Name of the Lab: Software Lab-VIII</b>				
22.	Desktop Computers	20 *		
23.	Turbo C++/GCC++ Compiler	On all 20 machines		
<b>3<sup>rd</sup> Year Labs: Software Lab-IX, Software Lab-X, Software Lab-XI, Project Lab</b>				
<b>Name of the Lab: Software Lab-IX</b>				
24.	Desktop Computers	20 *		
25.	Visual Studio/ASP.Net	20 user license		
<b>Name of the Lab: Software Lab-X</b>				
26.	Desktop Computers	20 *		
27.	Java	20 user license		
<b>Name of the Lab: Software Lab-XI</b>				
28.	Desktop Computers	20 *		
29.	Linux/Unix	20 user license		
<b>Name of the Lab: Project Lab</b>				
30.	Desktop PCs	As per requirements		
31.	Software	As per requirements		

\*Some of the Academic Labs may be combined in the same physical spaces so as to conform to 2G+G+G=4G Computer lab requirements and 1:4 PCs requirements as per Norms & Standards Proforma for BCA.

Certified by the Director/Principal