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

**NORMS & STANDARDS FOR PROVISIONAL AFFILIATION**
**NEW / ADDITIONAL PROGRAMME / INCREASE IN INTAKE IN Master of Computer Applications (M.C.A.) (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** |
|---|---|---|---|---|
| | For Intake of 60 Students, i.e., Class of 60 students forms one division or Group, **'G'** | | | |
| 7. | Approval from AICTE No õ õ õ õ õ õ õ õ .. Dated: õ õ õ õ õ õ õ .. | | | |
| 8. | Availability of Land (in Acres) | Rural  Other than rural 1.5  0.5 | | |
| | **GENERNAL INFORMATION** | | | |
| | **INSPECTION SCHEDULE** | | | |
| 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 1st Inspection for 1st 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 1st inspection for 1st year of the course | 60% of the norms laid down by the Univ. | | |
| 13. | Date of 2nd inspection for 1st year of the course (for a particular year of the course, 2nd inspection may not be warranted if infrastructure/norms are 100% complete as and when 1st inspection is carried out for the particular year of the course). | Within 3 months from 1st inspection of 1st year of the course | | |
| 14. | Infrastructure to be made available by the Institute at the time of 2nd inspection for 1st 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 1st inspection for 2nd year of the course | 10-30 days prior to start of 2nd year of the course | | |
| 16. | Infrastructure to be made available by the college at the time of 1st inspection for 2nd year of the course | 80% of the norms laid down by the University | | |

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| | INFRASTRUCTURE | REQUIRED | AVAILABLE | DEFICIENCY |
|---|---|---|---|---|
| 17. | Date of 2nd Inspection for 2nd year of the course | Within 3 months from 1st inspection of 2nd year of the course | | |
| 18. | Infrastructure to be made available by the College at the time of 2nd inspection for the 2nd 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 1st inspection for 3rd year of the course | 10-30 days prior to start of 3rd year of the course | | |
| 20. | Infrastructure to be made available by the college at the time of 1st inspection for 3rd year of the course | 80% of the norms laid down by the University | | |
| 21. | Date of 2nd Inspection for 3rd year of the course | Within 3 months from 1st inspection of 3rd year of the course | | |
| 22. | Infrastructure to be made available by the College at the time of 2nd inspection for 3rd 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 MCA | 10-30 days prior to start of each Academic Year | | |
| | **BUILDINGS** | | | |
| | **Administrative** | | | |
| 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. | C = G(Furnished)(G = 1 for class of 60) | | |
| 34. | Tutorial Rooms (33 sqm.) | 1 (Furnished) | | |
| 35. | Computer Centre (150 sqm.) | 1 (Furnished) | | |
| 36. | Computer Labs (66 sqm.) | 2 (Furnished) | | |
| 37. | Library & Reading Room (100 sqm.) | 1 (Furnished) | | |
| 38. | Conference /Seminar Rooms (132 sqm.) | 1 (Furnished) | | |
| 39. | Faculty rooms | 4G (Furnished) | | |
| 40. | Visiting Faculty Rooms | 1 (Furnished) | | |
| | **2nd Year** | | | |
| 41. | Class Rooms | G (Total 2G) | | |
| 42. | Tutorial Rooms | G (Total 2G) | | |
| 43. | Faculty Rooms | 3G (Total 7G) | | |
| 44. | Computer Lab (66 sqm.) | 1 (Total 3) | | |
| | **3rd Year** | | | |
| 45. | Class rooms | G (Total 3G ) | | |
| 46. | Tutorial Rooms | G (Total 3G) | | |
| 47. | Computer Lab (66 sqm.) | 1 (Total 4) | | |

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| | INFRASTRUCTURE | REQUIRED | AVAILABLE | DEFICIENCY |
|---|---|---|---|---|
| 48. | Faculty Rooms | 2G (Total 9G) | | |
| 49. | Visiting Faculty Rooms | 1 (Total two) | | |
| | **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 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 AICTE norms (Pl. see below Sr. nos. 78 to 87) | | |
| 73. | Qualifications | As per AICTE 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. | | |
| 76. | Mode of payment | By cheque | | |
| 77. | Faculty : Student ratio<br>Cadre Ratio (P : Assoc. Prof. : Astt. Prof.) | 1 : 15<br>1:2:6 | | |

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Note: (i) Round off the fraction in calculation to the next integer.
(ii) Class rooms, Tutorial rooms & Labs required for 2nd & 3rd year may be added progressively (1+1) to achieve the total no. as above.

| | INFRASTRUCTURE | REQUIRED | AVAILABLE | DEFICIENCY |
|---|---|---|---|---|
| | **1st Year** | | | |
| 78. | Professor | 1 | | |
| 79. | Associate Professor | 1 | | |
| 80. | Asstt. Professor | 2 | | |
| 81. | Visiting Faculty | As per requirement | | |
| | **2nd Year** | | | |
| 82. | Associate Professor | 1(1+1=Total 2) | | |
| 83. | Asstt. Professor | 2(2+2=Total 4) | | |
| 84. | Visiting Faculty | As per requirement | | |
| | **3rd Year** | | | |
| 85. | Professor | 1(1+1=Total 2) | | |
| 86. | Asstt. Professor | 1(2+2+1=Total 5) | | |
| 87. | Visiting Faculty | As per requirement | | |
| | **BOOKS, PERIODICALS AND JOURNALS** | | | |
| 88. | Books Titles | 100 titles (30+30+40 in 1st, 2nd, & 3rd yrs.) | | |
| | Books (volumes) | 500xG (150G+150G+200G in 1st, 2nd, & 3rd yrs.) | | |
| | National + International Journals | 12G + Desirable | | |
| | News papers & Magazines etc. | As per requirements | | |
| | Initial investment on Books & Journals | 2 Lacs | | |
| | Percentage of fee must be spent for addition of Books, Journals & Periodicals every Year | 10% | | |
| | **GENERAL REQUIREMENTS** | | | |
| 89. | Computers (no. of PCs : students ratio) | 1 : 2 | | |
| 90. | Printers | 10% of No. of computers | | |
| 91. | LCD Projector | 3 (1 each for 1st, 2nd & 3rd yrs.) | | |
| 92. | VCR+TV accessories | 1 set | | |
| 93. | Xerox Machine | 1 in Library & 1 otherwise | | |
| 94. | Computing & Internet facilities for Library, Administrative officers & Faculty | Exclusive computing facilities with LAN & Internet over & above the requirement meant for students | | |
| 95. | Women cell constituted as per Hon¢ble Supreme Court guidelines to address harassment issues of female staff & students | Reqd. | | |
| 96. | Anti-ragging committee & Anti-ragging squad constituted as per Hon¢ble Supreme Court & AICTE Guidelines | Reqd. | | |
| 97. | Anti-ragging related phone nos., slogans & other publicity material duly displayed at prominent places in the institute | Reqd. | | |
| 98. | **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 Master in Computer Applications (MCA) (3 Years)**

| | INFRASTRUCTURE | REQUIRED | AVAILABLE | DEFICIENCY |
|---|---|---|---|---|
| S. No. | Name of Equipments / Softwares | Quantity | | |
| **1st Year Labs: Software & C Lab.-I, Software & C Lab.-II, Software & C Lab.-III, Software & C++ Lab.-IV** | | | | |
| **Name of the Lab: Software Lab.-I (MCA-421)** | | | | |
| 1. | Desktop Computers | 20 | | |
| 2. | Turbo C/GCC Compiler | 20 user license | | |
| **Name of the Lab: Software Lab.-II(MCA-423)** | | | | |
| 3. | Desktop Computers | 20 | | |
| 4. | HTML/XTML/XML/JavaScript | 20 user | | |
| **Name of the Lab: Software Lab.-III (MCA-422)** | | | | |
| 5. | Desktop Computers | 20* | | |
| 6. | Turbo C/GCC Compiler | 20 user license | | |
| **Name of the Lab: Software Lab.-IV(MCA-424)** | | | | |
| 7. | Desktop Computers | 20* | | |
| 8. | Visual studio | 20 user license | | |
| **2nd Year Labs: Software Lab.-V, Minor Project Lab, Software & C Lab.-VI, Software & JAVA Lab.-VII.** | | | | |
| **Name of the Lab: Software Lab.-V(MCA-521)** | | | | |
| 9. | Desktop Computers | 20 | | |
| 10. | Turbo C++/GCC Compiler | 20 user license | | |
| **Name of the Lab: Software Lab.-VI (MCA-523)** | | | | |
| 11. | Desktop Computers | 20* | | |
| 12. | DBMS Software (My SQL/Oracle/SQL Server) | 20 user license | | |
| **Name of the Lab: Software Lab.-VII (MCA-522)** | | | | |
| 13. | Desktop Computers | 20* | | |
| 14. | Turbo C/GCC Compiler | 20 user license | | |
| **Name of the Lab: Software Lab.-VIII (MCA-524)** | | | | |
| 15. | Desktop Computers | 20* | | |
| 16. | Java | 20 user license | | |
| **3rd Year Labs: Software & Java Lab. – VIII, Software & XML, ASP, JSP, Perl Lab.- IX** | | | | |
| **Name of the Lab: Software Lab.-IX (MCA-521)** | | | | |
| 17. | Desktop Computers | 20 | | |
| 18. | Java with Beans, swings, J2ME, J2EE, | 20 user license | | |
| **Name of the Lab: Software Lab.-X (MCA-523)** | | | | |
| 19. | Desktop Computers | 20* | | |
| 20. | .Net Framework with C# | 20 user license | | |

*some of the Academic Labs may be combined in the same physical spaces so as to conform to 2G+G+G=4G computer Labs requirements and 1:2 (no. of PCs Students ratio) requirements as per Norms & Standards Proforma for MCA.

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