

APPENDIX A FACULTY AND INFRASTRUCTURE NORMS

Norms & Requirements

The norms and requirements circulated by AICTE and Council of Architecture (COA) in their ‘Approval Hand Book’ shall be applicable to all courses regulated and governed by AICTE and COA respectively. The norms for other courses are otherwise specified in this appendix.

The colleges that apply for affiliation to Maharaja Ranjit Singh Punjab Technical University, Bathinda for Non-AICTE courses shall follow the norms and satisfy the requirements listed in this appendix for:

- Land and Building Space requirements
- Books, journals, library facilities, computer, printers, software, internet, and laboratory equipment
- Other essential and desired requirements
- Cadre ratio to be ordinarily maintained.
- Faculty requirements at under graduate, post graduate level

The details of various other appendices are as given under:

- Format for Detailed Project Report for establishment of a new college is at Appendix D.
- Documents to be submitted for setting up new college are at Appendix B.
- Documents to be submitted for various approvals are at Appendix C.
- Composition of Board of Governors / Management is at Appendix E.

The University will not allow any college to continue those course/courses in a particular institute if the admission is less than 10 students in a specific course of unit size 30 seats and similarly if admission is less than 6 students with a course of unit size 18 seats. This minimum limit will be applicable on both UGC as well as AICTE courses. The students of these closed courses (If admitted) will be shifted to nearby college of their choice

A.1 Grievance Redressal

In case of any dispute between a college and the university on the outcome of the affiliation process followed by the university, the parties would be free to approach the UGC, which may arbitrate in the matter for resolving the issue. The decision of the UGC, in this regard, shall be binding on the parties.

A.2 Applicability of all AICTE/ UGC Regulations / Guidelines for prevention of ragging

For issues not covered in the present Regulations, the relevant AICTE/ UGC Regulations/ Guidelines, namely, UGC Regulations on Prevention of Ragging, 2009, etc. shall be applicable to all colleges offering technical education.

A.2.1 Norms for Land requirement and Building Space for Colleges offering Technical Education

For Non-AICTE courses the minimum land requirement shall be as given under:

Sr. No	Course Name	Rural area	Urban Area
1	UG Courses	2 acres	1.0 acres
2	PG Courses	2 acres	0.5 acres

Change of Land Use Certificate issued by the competent authority (Chief Town Planner) must be attached. (Please see Punjab Govt. rules) attached with application

Note:

A	<p>For B.Sc Agriculture in addition to above mentioned land, 10 acres of land is required for field work, out of which 04 acres of agricultural land shall be owned by concerned college/society, the rest may be on lease basis within radius of 05 Km of the campus. This land requirement of B.Sc Agriculture is non divisible. It is minimum requirement and is sufficient for 2 units (40 students). The condition of Land Use Certificate is not applicable on agricultural land required in B.Sc Agriculture for field work</p>
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B	Land area shall cover hostel facilities, if any
C	Land shall be in one continuous piece
d	300 students shall be allowed per acre of land available when FSI = 1 for Non-AICTE courses

A.2.2 Built-up Area Requirements

A.2..2	a	The Institution area is divided in, Instructional area (INA, carpet area in sq. m.), Administrative area (ADA, carpet area in sq. m),
	b	Circulation area (CIA) is equal to $0.25 \times (INA+ADA+AMA)$.
	c	Total built up area in sq. m. is equal to $(INA+ADA+AMA) + (CIA)$.

A.2.3 Instructional Area (Carpet Area) in sqm required as per Course Curriculum

	Number of Divisions i.e. 2 units	Duration of course in Yrs	Class Rooms (C)	Tutorial Rooms (D) PG Class rooms (H)	Laboratory	Research Laboratory	Computer Centre	Library	Seminar Halls
Carpet Area in sqm per room			66	33	66	66	150	200	100
Number of rooms required for new Institution	A	B	$C=A$	$D=C/B$	02/Course	-	1	1	1
Total Number of rooms	A	B	$C=A \times B$	$D=C/B$	As per requirement of syllabi of the course	As per require ment	1	1	1/C our se

1	Classrooms, Tutorial rooms and Laboratories required for 2 nd , 3 rd and 4 th year may be added progressively to achieve total number as stated
2	Additional space required for reading room of the library
3	Round off fraction in calculation to the next integer

A.2.4 Administrative Area (Carpet Area) in sq m

	Principal Office	Board Room	Office all inclusive	Department Offices	Cabins for Head of Departments	Faculty Rooms	Central Stores	Maintenance	Security	Housekeeping	Pantry for staff	Examinations Control Office	Placement office
Carpet Area in sqm per room	30	20	150	20	10	5	30	10	10	10	10	30	30
Number of rooms require for new College	1	1	1	-	-	First Year Student intake /20	1	1	1	1	1	1	-
Total Number of rooms	1	1	1	1/Dept	1/Dept	One per teaching faculty (as per norms) in the Institution	1	1	1	1	1	1	1

Amenities Area (Carpet Area) in sqm

	Toilets (Ladies & Gents)	Boys Common Room	Girls Common Cafeteria	Stationery Store &	First Aid cum Sick room	Principal's quarter	Guest House	Sports Club / Gymnasium / Auditorium / Amphitheater	Boys Hostel	Girls Hostel		
Carpet Area sqm per room	50	75	75	100	10	10	150	30	100	250	Adequate	Adequate
Number of rooms required for New College	Adequate	-	-	-	1	1	-	-	-	-	-	-
Total Number of Rooms	Adequate	1	1	1	1	1	Desired	Desired	Desired	Desired	Desired	Desired

A.2.5 Circulation Area in sqm

Circulation area of 25% of sum of Instructional, Administrative and Amenities area is desired covering common walk ways, staircases, entrance lobby

A.3 Norms for Books, Journals, Library facilities, Computers, Printers, Software, Internet and Laboratory Equipment for Technical Institution**A.3.1 Computers, Printers Software and Internet**

Type of Course	Number of PCs to students ratio (Min 20 PCs)	Legal system software	Legal application software	LAN & Internet	Mail Server & Client	Internet Mbps/intake of 240 students with Bandwidth Contention of 1:1 (Min 1 Mbps)	Printers including color printer (% of total no. of PCs)
Under Graduate course related to Computer Sc/ Information Technology	1: 4	03	10	All	Desired	01	10%
Post Graduate course related to Computer Sc/ Information Technology	1: 2	01	05	All	Desired	01	10%
Other Courses	1: 6	01	05	All	Desired	01	10%

A.3.2	a	Utilization of Open Source Software may be encouraged
	b	Secured Wi Fi facility is highly recommended
	c	Purchase of most recent hardware is desired.
	d	Library, Administrative offices and Faculty members shall be provided with exclusive computing facilities along with LAN and Internet. This shall be considered as over and above the requirement meant for PCs to students ratio.
	e	@Adequate number of software licenses is required
	f	#Central Xeroxing facility for students is preferred

A.3.3 Laboratory Equipment and Experiments

The laboratories shall have equipment as appropriate for experiments as stated / suitable for the requirements of the affiliating University / Board's curriculum. It is desired that number of experiment set up be so arranged that maximum four students shall work on one set.

A.3.4 Books, Journals and Library facilities

Program	Total number of divisions (i.e. two units) per course	Titles	volumes	National Journals	International Journals	E Journals	Reading Room Seating	Multimedia PCs for Digital Library
Under Graduate Courses (UG)	B	100*	500XB*	3xB			for 15%	
		50** per Course	250xB** per course					
Post Graduate Courses (PG)	B	100*	500 X B*	6xB	Desirable	Desirable	Seating arrangement (Max150)	1% (Max 05)
		50** per course	250 X B**					

* New College/New Course

** Subsequent addition every year i.e. yearly increment

B=Number of divisions at 1st year

1	Reprographic facility in the library is essential
2	Document printing facility in the library is essential
3	Library books classification as per standard classification methods is
4	Availability of NPTEL facility at the library is essential
5	Computerized indexing with bar coded / RF tagged book handling is desired

A.4 Norms for Essential and Desired requirements for College (Essential are needed to be made available at the time of the Expert Committee visit)

1.	Language Laboratory This Lab shall have 25 Computers for every 1000 students	Essential
2.	Potable Water supply and outlets for drinking water at strategic	Essential
3.	Electric Supply	Essential
4.	Sewage Disposal	Essential
5.	Telephone and FAX	Essential
6.	Vehicle Parking	Essential
7.	Institution web site	Essential
8.	Barrier Free Built Environment for disabled and elderly persons	Essential
9.	Safety provisions including fire and other calamities	Essential
10.	General Insurance	Essential
11.	Moterised road	Essential
12.	General Notice Board and Departmental Notice Boards	Essential
13.	First aid, Medical and Counseling Facilities	Essential
14.	Committee for SC/ST	Essential
15.	Group Insurance	Essential
16.	Insurance for Student	Essential
17.	Any Other	Desirable

A.5 Norms for Faculty requirements and Cadre Ratio

	Faculty : Student ratio	Principal	Professor	Associate Professor	Assistant professor	Total A+B+C+D
		A	B	C	D	A+B+C+D
Under Graduate Courses	1:15* (1:20)**	1	$(S/15 \times R) - 1$	$(S/15 \times R) - 2$	$(S/15 \times R) - 6$	S/15
Post Graduate Courses	1:12* (1:18)**	1	$(S/12 \times R) - 1$	$(S/12 \times R) - 2$	$(S/12 \times R) - 6$	S/12

1.	S = Sum of number of students as per Approved Student intake at all years
2.	R = (1+2+6)

*The Faculty Student Ratio must be reached at the earliest but not later than three academic sessions

**Minimum Faculty student ratio to be maintained

The stipulated cadre ratio of 1:2:6 must be reached at the earliest but not later than three academic sessions.

Faculty Cadre and Qualifications

The essential and desirable qualifications of academic staff at different levels in various areas of technical education shall be as per the UGC Regulations (Minimum Qualifications for Appointment of Teachers and other Academic Staff for Universities and Colleges and Maintenance of Standards in Higher Education) 2010 as amended from time to time.

Subscription of E-Journals (desirable)

Membership of DELNET is required