

APPENDIX – VIII

NORMS AND CRITERIA FOR STUDY CENTRES OF MAKHANLAL CHATURVEDI R. P. UNIVERSITY, BHOPAL

MAKHANLAL CHATURVEDI R. P. UNIVERSITY

NORMS FOR VARIOUS COURSES

A. COMMON NORMS

(i) ASSOCIATION/REGISTRATION

The applicant Institute must be owned and run by a Society / Trust / Company, lawfully registered. Institutes will be rejected outright on the basis of application itself, in the absence of proof of their being a Society/Trust Company of the said variety.

(ii) APPLICATION PROCEDURE

The Institute must apply in the prescribed form, which can be had from the University against the payment of Rs. 1000/- through a D.D.

Preference will be given to those institutions which are already running some educational or training programmes in computers. Institutes offering Degree or Diploma Course of any other University/Institute will not be permitted to run the same Courses of this University.

Audited accounts of the past two years are also required to be presented along with the application for Association Registration.

Institutes having multiple branches or locations should file application forms for each branch separately. The infrastructural requirements at each of the branches will be considered separately for assessing its suitability for grant of registration.

FRANCHISING/SUB-LETTING PROHIBITED

- (iii) The University does not permit its Associate/Registered Study Institutes to do franchising or sub-letting its Courses to other Institutes.
- (iv) The application must be supported by authentic information and attested copies of legal documents. The University may ask for verification of these documents with the original ones.

B. VARIOUS COURSES

The minimum infrastructural and space requirement norms for Study Institutes are different. The points common to all the categories are as follows :

- (a) **Minimum Configuration of Computers as given below :** Pentium Computer with 64 MB RAM. 10 GB HDD. VGA Monitor. Mouse 2 Serial and 1 Parallel Port. If the machines are connected in network, they must have the nodes with given minimum configuration, apart from network servers.
- (b) The minimum space requirement indicates the effective carpet area of the Institute. It must include rooms/sections of suitable sizes, consisting of Class Rooms, Computer Laboratory, Library Room, reception and students/staff working areas, etc.
- (c) The Institute must either own the premises mentioned above or hire/lease them. In case the premises are not its own, the Institute must submit the proof of having taken the premises on contract.
- (d) The Institute must have at least two printers and all the necessary softwares mentioned in the Syllabus of the Course/s proposed to be conducted. These must be in a proper running condition.
- (e) Not more than two students should work together on a computer for performing practical work, as per the minimum time requirements. The permitted number of students will have to be divided in suitable batches accordingly.

- (f) The University may give preference to those Institutes which are having better facilities than the minimum prescribed ones.
- (g) The University recommends use of learner oriented dynamic methods of imparting teaching. Use of various teaching aids like OHP. LCD Projectors. Multi-media presentations, computer assistance instructions etc. for better teaching / learning process are recommended.
- (h) The minimum space requirements mentioned above are exclusive for the University Course. The computers mentioned above must have parallelly working terminals for candidates at the same time.

C. SPECIFIC NORMS FOR THE TWO CATEGORIES

(i) HARDWARE REQUIREMENTS

(a) MSc (IT) Course

- i) Number of computers should be 40 in the first year and 50 in the second year. The number of these computers is inclusive of the numbers for the BCA Course or BSc. (IT) Course or other Computer Courses in the Study Institutes which are running these Courses of this University.
- ii) All licensed softwares essential for the Courses, as prescribed in the curriculum.
- iii) The Study Institute must have inter-net facilities with them.
- iv) Initial permission is granted for 40 seats.

(b) FOR BCA COURSE

Permission is granted for the BCA Degree Course for a set of 60 students. At the time of application the Institute must have at least 25 computers of the minimum configuration.

During the second year of the Course, the number of computers should be increased to 30; and in the 3rd year, to a minimum of 35. The computers must be having the minimum configuration specified. At the time of application, the Institute must give an undertaking that it will be increasing the strength of the computers and other requisites, as per the stipulations of the University.

In addition to computers, the Institute must have all the softwares that are given in the curriculum of BCA year-wise. Out of the minimum number of computers, mentioned above, 25% computers must be of higher specifications so that the softwares could be executed on some of the computers.

Institutes applying for MSc (IT), BCA, BSc (IT) Courses must have Internet facilities with them.

Along with one set of 60 students for the BCA Course, the Associate Study Institutes will be permitted to register PGDCA / DCA students upto 120, provided that the timings of the theory and practical work of these diploma students are different. The Institute will be required to pay Registration Fee of each Course.

(c) BSc (IT) COURSE

The ratio of computers and students should be 1:7 for the Study institutes which are offering BCA and BSc (IT) Courses simultaneously. Hence, the Study institutes would be required to purchase 5 additional computers for BSc. (IT) for 60 seats in the first year; 5 more in the second year and 10 more in the third year, in addition to the prescribed requirement for the BCA Course.

(d) CARPET AREA REQUIREMENTS FOR DEGREE COURSES

- i) MSc (IT) : 10000 sq.ft
- ii) BCA: 5000 sqft

- iii) BSc (IT) : Atleast 2000 sq.ft additional carpet area should be made available for this Course.

(e) FOR DIPLOMA COURSES

The infrastructural norms depending upon the population of the place are as follows: -

Sr. No.	Population of the place	Courses	Min. no of computers	Min. Carpet Area (sq.ft)	Number of seats
1.	More than 6 lakhs	DCA and/or PGDCA	18	2500	108
2.	2 to 6 lakhs	DCA and/or PGDCA	12	2000	72
3.	Below 2 lakhs	i. DCA	06	1500	36
		ii. PGDCA with/ or without DCA	12	2000	72

The Institute may be permitted to have one or both Diploma Courses i.e. DCA and/or PGDCA.

The Institute fulfilling eligibility criteria for DCA PGDCA Courses does not necessarily become entitled for registration of both the Courses. The University may permit the Courses, taking into consideration the total number of Institutes applying from that area and the professional requirements of a particular level in the concerned area.

(ii) FACULTY REQUIREMENTS

(a) FOR MSC (IT) COURSE

Two full time and two part time faculty in the first year and four full time and four part time in the second year (In case of Study Institutes which are already running our BCA Course, it may be clarified that this number of

Faculty Members is in addition to the Faculty prescribed for the BCA Course).

(b) FOR BCA DEGREE COURSE

The Institute must have sufficient number of Faculty Members, with requisite qualifications of BE (Computer), MCA or MCM or MS or Computer Degree equivalent thereto, from a recognised University. During the first, second and third years, 2, 3, 4 Faculty Members respectively must be employed. At all times, at least 50% may be part-time. It should be ensured that the part-time Faculty Members, together take up a work load equivalent to that of the full time Faculty Members. The Faculty shall be appointed by the Institute according to the norms prescribed by this University. At the time of application, the Institute must have at least one Faculty Member. Institutes may engage persons having specific qualifications like MS, Oracle, Novel certified etc. for teaching special papers, as part-time Faculty. At least one Faculty per 42 number of students must always be present.

During the 1st, 2nd and 3rd years, the Institute will be required to employ 2, 3 and 4 Lab Instructors respectively for imparting instructions in the Computer Laboratory.

(c) For BSc (IT) Course

- i) Faculty : Faculty should be appointed in such a way that at least one Faculty is available for every four papers of Computer Applications/IT. If full time Faculty is not available, part time / Guest Faculty should be arranged to the extent of double the number of the full time Faculty.

For Maths, Electronics and English full time/part-time Faculty should be appointed, depending upon the teaching load.

- ii) Qualifications of the Faculty : Qualifications of the Faculty should be as per the U.G.C. norms, as under:

Lecturer: Humanities, Social Sciences, Sciences, Commerce, Education, Physical Education, Foreign Languages and Law:

Good academic record with at least 55% of the marks or an equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E & F at the Masters Degree level, in the relevant subject from an Indian University, or, an equivalent Degree from a foreign University.

- iii) Electronic Lab: An Electronic Lab. must contain the basic equipments for experiments of electronics. The size of the Lab. should be roughly 500 sq.ft. This 500 sq.ft is included in the additional space requirement of 2000 sq.ft.

(d) For DCA COURSE

There must be at least one Faculty Member who should have the following minimum qualifications (or its equivalent) from a recognised University only:

B.E /M.E. in Computers

BCA/MCA/B.Sc./M.Sc./MCM/MS (in Computers)

(e) FOR PGDCA COURSE

There must be at least one Faculty Member who should have the following minimum qualifications (or its equivalent) of a recognised University only:

BE/ME in Computers

BCA/MCA

Besides the said University Degree holder Faculty Member, the Institute must have sufficient additional Faculty Members in the ratio of at least one Faculty Member per group of 42 permitted number of students.

The other Faculty Members/Instructors of the Institute may not have completed their formal education from a recognised University, but they must have been trained in some Institutes or they may be professionals with experience in the field of active Computer Applications, having suitable competence.

(iii) THEORY & PRACTICAL COURSE WORK

The Institute shall have to give an undertaking that it will arrange for the minimum prescribed time schedule for "Theory" and "Practical" work round the year. It will be responsible for completing the entire prescribed syllabus to the satisfaction of the students concerned. They may have to arrange for extra classes to cover the prescribed syllabus.

The minimum teaching requirements are as follows :

S.No.	Course	Theory per week	Practical per week	Teaching days per annum
1.	M.Sc(IT), BCA& BSc	18Hrs.	15 Hrs.	180
2.	PGDCA	12Hrs.	12 Hrs.	180
3.	DCA	08 Hrs.	08 Hrs.	180

(iv) NUMBER OF COMPUTERS

The University normally offers registration to an Institute on the basis of the number of computers with it. For Diploma Courses, the University generally permits students upto the maximum number of 6 times the number of computers with the Institute. This strength of students includes both the DCA or PGDCA students as per the specific permission accorded to the Institute.

(v) INCREASING THE NUMBER OF SEATS

If the Institute wishes to increase the number of seats of students of DCA or PGDCA, after having received Association/Registration for a particular number of students, the following procedure should be followed:-

- (i) The Institute will have to apply, along with evidence of the increase in the number of computers with it. and remit the Institute Association / Registration Fee @ Rs. 500 per computer.
- (ii) After receiving such a request, the University will evaluate the circumstances and may grant permission for increasing the number of seats upto six times the number of computers increased. An additional fee of Rs. 1000/- for processing, will have to be paid.

NOTE:-

- (i) The prescribed norms have a normative aspect, which the Study Institutes should strive to attain.
- (ii) The University reserves the right to modify them from time to time.
- (ii) Norms about Faculty and the ratio of computers to students being 1:6 must be maintained.
- (iv) Carpet Area norms may vary looking to the place, the prominence of location etc.

Attention : NEW STUDY INSTITUTE REGISTRATION SCHEME - 2004

Search for a Study Institute Registered for IT Based Courses nearby you

Search for a Study Institute Registered for Media Based Courses nearby you

1. A Society or Trust, registered under the relevant laws, and working on a non-profit basis, is welcome to join the net-work of Study Institutes of this University
2. Study Institutes linked with this University are of the following two types:-
 - (a) Study Institutes running our Diploma Courses are Registered with us
 - (b) Study Institutes running our Degree Courses are Associated with us
3. Study Institutes seeking registration/association with us are required to measure up to the **norms regarding infrastructure, faculty requirements, teaching requirements, hand on practice/ practicals, library etc.**

4. Study Institutes have first to apply to the University in the prescribed form for seeking such registration/association.
5. The University, upon receipt of such applications, arranges spot inspection by experts and professionals, to assess existing infrastructure and faculty etc. of the Study Institute or its potentiality to develop them within the specified period.
6. The inspection report of the Study Institute is then placed before the Committee which decides whether the applicant Study Institute fulfils the prescribed norms and is fit for being offered registration/association or has the potential to develop these norms before the commencement of the ensuing Semester.
7. In case the Committee opines that the Study Institute neither fulfils the norms nor has the potentiality to do so, it rejects the application. In such a case, the Study Institute may try to develop the required infrastructure etc. and seek a second inspection.
8. The decision of the Committee about registration/association of Study Institute or rejection as the case may be, is communicated to the Study Institutes.
9. The registration/association letter of the University indicates the Course(s) for which permission has been granted and also indicates the number of students which the Study Institute is authorized to admit.
10. The Study Institute should communicate its acceptance of the terms and conditions mentioned in the registration/association letter issued by the University
11. In the registration/association letter issued by the University, the applicant Study Institute is given specific registration/association number. The Study Institute is expected to quote this number. in all its correspondence with the University. This number is Study Institute-specific.
12. The Study Institute may, if it so desires, **advertise** about the Course(s) which it has been permitted to run. The advertisement must be in conformity with the

instructions given in the Advertisement Manual issued by the University. If the advertisement is so fashioned that it contravenes the stipulations laid down in the Advertisement Manual, the Study Institute must send a draft of the advertisement to seek prior approval of the University. All the Study Institutes registered/associated with the University are expected to strictly observe the norms given in the Advertisements Manual. The Study Institutes should not give any advertisement which may be of a misleading nature because the main objective of the University is to take care of the interests of students in a comprehensive manner.

13. The Study Institutes, desirous of giving joint advertisements or wishing that the University may issue joint advertisement on their behalf, may write to the University, along with the draft of the advertisements and the concurrence of the Study Institutes to the effect that the cost of the joint advertisement shall be proportionately shared by them. In such cases, the names of the newspapers should also be indicated by the Study Institutes.
14. The Study Institute should prescribe the form in which the students may apply to it to seek admission. This form should be so designed that the information about the students regarding his/her academic qualifications, age, address, category etc. may be available. Documents that are needed to be furnished by students, along with the admission form, should also be indicated in the application form itself.
15. **Admission of students should be strictly on merit.** The Study Institutes may design selection process accordingly. The Study Institutes must ensure that the students admitted by them fulfil the eligibility criteria prescribed by the University in relation to the Courses concerned.
16. The Study Institutes are required **to follow the Reservation Rules of their States.**
17. The Study Institute must ensure that it has
 - (a) **Faculty** in the requisite **numbers** and having **qualifications** prescribed by the University

(b) In case the Study Institute seeks the help of **part time faculty** or guest faculty, it must ensure that members of these also possess the **same qualifications** as are prescribed by the University for the full time faculty

(c) The Study Institute should have a **library** having books relating to the subjects of the Courses. The number of such books should be such that every student gets a chance of availing himself of the library facilities

(d) The Study Institute must subscribe for **periodicals** related to the subjects of the Courses, so that the students may have the benefit of the latest developments in their subjects.

(e) The Study Institute must have the **prescribed carpet area**, so that there is space for holding classes, making arrangement for laboratory, seating arrangements of the staff, seating arrangements for members of the office etc.

(f) The Study Institute must keep its **laboratory open for such length** of time everyday as may enable every student to avail himself of the facilities provided therein.

(g) The Study Institute must have **five hours of teaching in the Classes and in the laboratory every day**.

(h) The Study Institute must maintain regular **attendance register** of each Course(s) so that the fact of the attendance of the students may be verified by any one wishing to do so any time. It should be ensured that every student should have a **minimum of 75% attendance** during the Semester. In case any student does not fulfil this percentage of attendance, at the end of the Semester, the Study Institute should inform the University, so that the University may withhold the Admit Card of such a student. It may be clarified here that the Director General of the University has the power to condone shortage of attendance up to 15%. Efforts, however, should be that the eventuality of seeking such condonation may not arise at all

(i) **Teaching** in the Study Institute should be **in accordance with the prescribed Syllabi of the University**. Copies of the Syllabi are sent by the University to all the Study Institutes for being distributed amongst the students individually.

24. The Study Institute must study every word of the Examination Manual. This means that all the salient points contained in the Examination Manual should be explained to the students also
25. The Study Institute should display all the information sent by the University related to students on its Notice Board and if possible also circulate copies thereof to the students.
26. The Study Institutes should religiously follow the policy of the University that there is **no sub-letting or franchising**. The Study Institute also has an obligation to the University to inform it about the details of any other Institute which might be claiming itself to be registered/associated with the University and might be admitting students without having our registration/association.
27. Non- observance of any of these norms by any Study Institute may invite summary cancellation of its registration/association with the University. In such circumstances, **the students of such Study Institute would be allowed to move to another Study Institute of their choice and in such cases, the Security Deposit of the Study Institute shall be forfeited by the University to protect the interests of the students.**
28. The Study Institute must abide by the fee structure of the University and also inform the University about the fee structure adopted by them within the framework of the fee structure prescribed by the University. This fee structure of the University lays down the floor and ceiling of tuition fee to be charged by any Study Institute.
29. Every Registered/Associated Study Institute should so develop itself as to metamorphose into a College in due Course of time.

TUITION FEE STRUCTURE OF THE UNIVERSITY FOR VARIOUS COMPUTER COURSES

S.NO.	COURSE	TUITION FEE
1	MSc.(IT)	Rs. 16,000/- per annum per student.
2	BCA	Between Rs. 8,000/- to Rs. 12,000/- per annum per student.
3	BSc.(IT)	Between Rs. 8,000/- to Rs. 12,000/- per annum per student.
4	PGDCA	Maximum Rs. 8,000/- per annum per student.
5	DCA	Maximum Rs. 6,000/- per annum per student.