

Government permission

PONDICHERRY UNIVERSITY
NORMS FOR AFFILIATION

2006

These norms may be treated as the guidelines for the minimum requirements to be possessed by the College/Institutions for seeking affiliation with Pondicherry University.

COMMON BASIC CRITERIA FOR OBTAINING AFFILIATION

Management

Government or a Society registered under the Societies 'Registration Act 1860 (21 of 1860) or a Trust with Trustees being appointed and vested with legal powers and duties and create a non-transferable Endowment Fund in the name of the Society or Trust as the case may be.

Should have obtained NOC from the respective State Government

Statutory body approval

- (i) Approval of respective statutory bodies like AICTE, MCI, NCTE should have been obtained.
- (ii) Wherever special status like 'Minorities' etc is claimed approval of the respective statutory body like "Minorities Commission" should have been obtained

Endowment Creation

The University may fix the quantum of endowment keeping in view the adequacy of the financial position of the college after taking into account the Government grant. The endowment should be created accordingly.

Own Land

The Society / Trust should own adequate land exclusively for the college. Documentary proof for ownership of lands exclusively earmarked for the college and Legal opinion from the Government pleader on the ownership of land and extent of coverage should be produced .

Financial Stability

Documents showing the financial viability of the college (details of budgeted revenue and expenses statement) should be produced

B. Tech.

Requirements
<p style="text-align: center;"><u>Land</u></p> <p><u>Essential:</u> (i) Mega Cities – 3.0 Acres (ii) Metro Cities including state capitals – 5.0 Acres (iii) Non-Metro location – 20 Acres</p> <p>In addition, it will be necessary to have additional land available within the campus for future expansion, with a norm of about 3 times the constructed area.</p>
<p style="text-align: center;"><u>Endowment Creation</u></p> <p><u>Essential:</u> 75,00,000/- (50% in Cash & 50% in Property)</p>
<p style="text-align: center;"><u>Class Room/Lecture room</u></p> <p><u>Essential:</u> Each class room should have a size determined by multiplying number of students (approved intake) with 1.2 sq.m. plus 20% additional space for table & chair for the teacher.</p> <p>For each programme in UG there should be three class rooms, one for 1st year, second for IInd year and third for IIIrd year students.</p> <p>Each class room should have big enough black boards, preferably two blackboards. If there is only one, its size must be at least 1.5 X 2 m.</p> <p>There should be two fans per 10 students and there shall be enough tube lights in each class room.</p> <p>Each class room should have enough windows for good ventilation.</p> <p>There shall be at least a big enough room for faculty members. The size of the room should be determined by multiplying the number of faculty members with 2 sq.m.</p> <p>Built Up Area (Minimum requirement (in sq.m.) :-</p> <ol style="list-style-type: none">i. Instructional Area (Carpet Area – 1745ii. Administrative Area (Carpet Area) – 240iii. Circulation and other Area – 1015 <p><u>Desirable:</u> It is recommended that the staff room may be partitioned into cubicles of adequate sizes so that each faculty member has a cubicle and some privacy.</p> <p>A separate room should be provided for each HOD, if the department has a distinct identity.</p>
<p style="text-align: center;"><u>Laboratories</u></p> <p><u>Essential:</u> The experimental setups should be arranged as per the requirements of the University's curricula and syllabi and not more than 4 students to work in one setup.</p>

Minimum space requirement :

Physics – 200 Sq. m.
Chemistry – 175 Sq. m.
Workshop – 900 Sq. m.

AICTE norms be treated as the guidelines in respect of other requirements

Laboratories Instruments/Equipments

(To be added)

Faculty (Student Teacher Ratio)

Essential:

The desirable student to teacher ratio for engineering degree program for the model curriculum will be 10:1. However, it should not be allowed to rise beyond 15:1.

Further, there should be continuous evaluation in tutorials, practical work, laboratory and project assignments.

- i. Theory lecture class – 60:1
- ii. Tutorials – 15-20:1
- iii. Lab. Practical/workshop/ drawing – 15:1
- iv. Project work – 9:1

No teacher be appointed without fulfilling the qualifications laid down by the UGC/AICTE from time to time

Faculty Cadre :

The faculty structure should be as follows :

- i. Lecturer/Senior Lecturer/ Senior Lecture (S.G.) - 10
- ii. Assistant Professor/Reader - 4
- iii. Professor - 1
- iv. Principal - 1

The desirable ratio for professor, Assistant Professor, Lecture could be 1:2:4 for each engineering department. However, for undergraduate courses, a minimum of 1 professor and 4 Asst. Professor/Readers at the senior level of the faculty for each course being offered may be ensured. As far as the Science and Humanities departments are concerned, there is need for a senior faculty member at Professor level provided it is ensured that such a senior faculty member is involved in inter-disciplinary activities in Applied Science and Mathematics. Therefore, while the need for a professor will depend upon the level of academic activities, the recruitment of an Assistant Professor in each of the these departments even at the stage of establishment of the institution is required. However, in either case efforts should be made to reach the desirable ratio.

Further, it is recommended that the institution should arrange, for the benefit of final year students, a minimum of 5 guest lectures from eminent people having high profile in profession.

Library

Essential:

The central library for an admission of 240 students per year will have a carpet area of 400 sqm. At the time of establishing a technical institution with three branches, there should be a minimum of 4000 volumes in the Library distributed as below :

- i. Each branch will have 250 titles with four multiple copies.
- ii. In subjects like Mathematics, Humanities, Physics, Chemistry, etc. there should be total of 1000 volumes.

There should be a minimum of 12 technical journals – 6 Indian and 6 international for each branch of engineering. While this is essential for institutions offering P.G. programme, the number of International journals may be relaxed, though preferred for those offering only U.G. programmes.

Accordingly, the norms for the initial stock of books, yearly addition of books and the number of journals to be subscribed are as given below :

- i. Initial stock of books for three branches in institution – 4000 Minimum
- ii. a. Each branch of Engineering (A)
 - b. Mathematics, Applied Physics, Applied Chemistry, Humanities, Social science and Management Science (B) — 1000 (in each branch)
- iii. Number of Tech. Journals
 - a. For (A) 12 (6 National + 6 International)
 - b. For (B) 12 (6 National + 6 International)

Desirable:

Digital Library – Two Computer + Library Networking + Multimedia Facilities

Yearly addition of Books (Average)

- a. For (A) 1 title per student admitted to the branch
- b. For (B) 0.2 title per student admitted per year

Computer Centre/Facility

Essential:

Adequate Hardware and Soft ware facilities with Internet connections.

No. of Terminals : Terminal-Student Ratio = 1:4 (60 Nos.)

Hardware : P4 or above

Terminal on LAN/WAN – 50% of no. of terminals (30 Nos.)

Licensed software : System software 2; Application Software 4

Peripherals : Printer – Terminal Ratio = 1:10 (6 Nos.)

Student Hostel

Desirable:

If the opening of a new college is to cover the students in the surrounding area, adequate hostel facilities should be provided, hostel accommodation must also be according to norms prescribed by the UGC.

Boys : 25% of students
Girls : 50% of students

Essential Service

Adequate facilities for essential services (Water, electricity and sewerage facilities) be provided in all the buildings

Desirable:

Permanent Electrical connection with 50 KVA.
Electrical Generator – 25 KVA
Potable water supply system – 600 Lt/day

Other amenities

Essential:

- (a) Play Fields : The institution must be provided with play fields so that the students can have adequate participation in games and sports for healthy and constructive activities within the campus. The facilities anticipated are athletics-track, cricket field, a football field, a hockey field, a volleyball court, a basket ball court, four badminton courts and a tennis court. The norms for the above space will be a total of 25,000 sq.m. The student's activity centre provided with a provisions for the indoor games, gymnasium, dramatics and alumni center etc. The norms for building are 0.25 sq.m. per student.
- (b) Ramps be provided in the building for the Physically handicapped
- (c) Separate common rooms for girls and boys be provided in co-educational colleges – 100 sqm.
- (d) There should be separate toilets for girls
- (e) Adequate accommodation be provided for Principal's Office, Bursar's Office and for administrative staff.
- (f) There should be a staff room of a proper size
- (g) Certificate for fire safety
- (h) Canteen – 100 Sqm.
- (i) Parking space : This will be provided as open or covered area minimum at the rate of 15 percent of the plinth area of the institute building
- (j) Adequate arrangements for meeting Emergency medical requirements should be available within the campus.
- (k) Co-operative stores – 100 Sqm.
- (l) NCC office cum stores – 100 Sqm.

Desirable:

- (a) Auditorium
- (b) Seminar Hall
- (c) All Weather approach Road – Minimum 4m wide
- (d) Staff Quarters for Teachers : Flat type accommodation for atleast 25% of the teachers along with certain common facilities. If the college is to be established in a remote area, higher percentage of teachers may be provided with accommodation in order to facilitate their participation in the corporate life of the college.

