

APPENDIX-5

Norms for Books, Library facilities, Computer, Software, Internet, Printers and Laboratory Equipment of the Technical Institutions

5.1 Computers, Software, Internet and Printers

Programme		Number of PCs/ Laptop to student ratio (Minimum 20 PCs)	Legal System Software @	Legal Application Software**	LAN and Internet	Mail Server and Client	Printers including Color Printer (% of total number of PCs/Laptops)
Engineering and Technology	Diploma	1:8	03	20	All	Desirable	5%
	Under Graduate	1:10					
	Post Graduate	1:4					
Planning	Under Graduate	1:6	01	10	All	Desirable	5%*
	Post Graduate	1:4					
Applied Arts and Crafts	Diploma	1:6	01	10	All	Desirable	5%
	Under Graduate	1:6					
	Post Graduate	1:4					
Design	Under Graduate	1:6	01	10	All	Desirable	5%
	Post Graduate	1:4					
Hotel Management and Catering Technology	Diploma	1:6	01	10	All	Desirable	5%
	Under Graduate	1:6					
MCA	Post Graduate	1:4	03	20	All	Desirable	5%
Management	Post Graduate	1:6	01	10	All	Desirable	5%

*At least one printer to be A1 Size Color Printer/ Plotter

** Includes Plagiarism checking Software Internet speed required for the Institution

Approved Intake	Internet Band width (1:1)*
up to 300	100 Mbps
301 - 600	300 Mbps
601 - 900	500 Mbps
>900	1Gbps

*In case of Non-Availability of Bandwidth in a Single Connection, Multiple connections shall be ensured to fulfil the specified Norms. At least 8 Mbps Wi-Fi connectivity and hotspots shall be made available where ever required (minimum 5 Hotspots) Arrangement to view NPTEL/ SWAYAM & SWAYAM PRABHA etc. shall be made available.

- Utilization of Open Source Software shall be encouraged.
- Secured Wi-Fi facility with reliable hardware is highly recommended
- Utilization of indigenized Video conferencing facility is recommended
- 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
- @Adequate number of software licenses is required
- Central Photo copying facility for students is preferred
- PC shall also include Laptop in the inventory of the Institution
- Every Department shall have separate Computer Laboratory with at least 20 Computers and a centralized Computer Laboratory with at least 100 Computers.
- Effective utilization of ICT / Research / Other academic related facilities extended by agencies / organizations through MoU with AICTE is highly recommended (<https://www.aicte-india.org/education/collaborations>).

5.2 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 the number of experimental set-up be so arranged that maximum four students shall work on one set.

5.3 Books and Library Facilities

Programme	Total Number of Divisions	Titles		Volumes		Reading Room Seating	Multimedia PCs for Digital Library/ internet Surfing located in the reading room
		Number		Number		% of Total Students	% of Total Students
Engineering and Technology/ Applied Arts and Crafts/ Hotel Management and Catering Technology (Diploma)	B	Half the number as required for Under Graduate Degree Course in the same Programme	Half the number as required for Under Graduate Degree Course in the same Programme	15 % (Max. 150)	Minimum 10		
Engineering and Technology (Under Graduate)	B	100# 50 per * Course	500xB# 250 per * Course	15 % (Max. 150)	Minimum 10		
Planning (Under Graduate)	B	100# 50*	400xB# 400xB*				
Applied Arts and Crafts/ Design (Under Graduate)	B	100# 50*	500xB# 500xB*	15 % (Max. 150)	Minimum 10		
Hotel Management and Catering Technology (Under Graduate)	B	100# 50*	500xB# 500xB*				
Engineering and Technology/Planning/ Applied Arts and Crafts/ Design/Hotel Management and Catering Technology (Post Graduate)	B	50# As\$ Required	200# 100\$	25 % (Max. 100)	Minimum 10		
MCA/ PGDM/ MBA (Post Graduate)	B	100# 50*	500xB# 500xB*				

B - Number of Divisions at First year

1#	Book Titles and Volumes required at the time of starting a new Technical Institution equally distributed per subject.
2*	Annual Increment equally distributed per subject.
3	Total number of Titles and Volumes shall be increased in continuation till 10 years from the starting of the course(s), which shall be the minimum stock of Books. Institutions shall have to add an annual increment of Books based on the changes in Curriculum and Syllabus from time to time by the affiliating University/Board. NOTE: After 10 years as per the Affiliating Body Curriculum and Syllabus, the Older Edition Books shall be replaced with latest edition by 5% of the total minimum Books required for that Programme.
4\$	Component for additional Division/ Course.
5	Books shall also include subjects of Science, Humanities, Management and Social Science as per the requirements of the Curriculum and Syllabus.
6	Digital Library facility with multimedia facility is essential.
7	Reprographic facility in the Library is essential.
8	Document scanning facility in the Library is essential.
9	Library Books/non Books processing as per the standard classification and cataloguing system is essential.
10	Facilities to access the Online Courses is essential.
11	Library automation software including Bar coding is desirable.
12	Upto 66% of the total number of Titles and Volumes may be in the form of e-books with intranet access is mandatory in case of Post Graduate Level Programme(s) and shall be desirable in case of UG/ Diploma Programme(s). Member in NDL/ Indian National Digital Library in Engineering Sciences and Technology (INDEST) or any other National Consortium is permissible for e-books.
13	The Institution shall be a member of National Digital Library. Aggregators shall also be used.
14	NDL membership for faculty and students is highly desirable.