

ANNEXURE-4

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

4.1 Computers, Software and Internet

Programme	Level	Number of PCs/ Laptop to student ratio (Minimum 20 PCs)
Engineering and Technology	Diploma	1:10
	Under Graduate	1:10
	Post Graduate	1:4
Planning	Under Graduate	1:6
	Post Graduate	1:4
Applied Arts and Crafts	Diploma	1:6
	Under Graduate	1:6
	Post Graduate	1:4
Design	Under Graduate	1:6
	Post Graduate	1:4
Hotel Management and Catering Technology	Diploma	1:6
	Under Graduate	1:6
Computer Application	Under Graduate	1:10
	Post Graduate	1:4
Management	Under Graduate	1:10
	Post Graduate	1:6

Note:

1. Institution shall possess adequate number of Systems Software and Application software including plagiarism checking software with a valid license.
2. All PC's/ Laptops shall be connected through LAN/Wi-Fi.
3. The institutions shall possess printers up to a minimum 5% of the total number of PCs/Laptops.
4. At least one printer to be A1 Size Color Printer/ Plotter s required for the programme- Planning.
5. The Institution shall possess an Internet bandwidth based on the approved intake. For Intake up to 300: 100Mbps, 301-600: 300Mbps, 601-900: 500Mbps, > 900: 1Gbps.
6. Utilization of Open Source Software shall be encouraged.
7. Secured Wi-Fi facility with reliable hardware is highly recommended.
8. 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.
9. PC shall also include Laptop in the inventory of the Institution.
10. Every Department shall have separate Computer Laboratory with at least 20 Computers.

11. 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>).

4.2 Laboratory Equipment and Experiments

The Laboratories shall have appropriate and adequate number of equipment as prescribed by the affiliating University/ Board's Curriculum for the effective conduct of laboratories.

4.3 Books and Library Facilities

Programme	Total Number of Divisions	Titles	Volumes	Reading Room Seating Capacity % of Total Students
		Number		
Diploma				
Engineering and Technology/ Applied Arts and Crafts/ Hotel Management and Catering Technology	B	50# (First Year)	5xNo.of Titles x B	15 % (Max. 150)
		50# 50* Per Course from 2nd Year Onwards	5xNo.of Titles x B	
Under Graduate				
Engineering and Technology	B	100#(First Year)	5xNo.of Titles x B	15 % (Max. 150)
		50* per Course from 2nd Year to 4th Year	5xNo.of Titles x B	
Management & Computer Application	B	50# Per Year	5xNo.of Titles x B	
Planning	B	100# (First Year)	5xNo.of Titles x B	
		50* Per Year from 2nd Year to 4th Year	5xNo.of Titles x B	
Applied Arts and Crafts/ Design	B	100# (First Year)	5xNo.of Titles x B	
		50*Per year from 2nd Year to 4th Year	5xNo.of Titles x B	
Hotel Management and Catering Technology	B	100# (First Year)	5xNo.of Titles x B	
		50* Per Year from 2nd Year to 4th Year	5xNo.of Titles x B	
Post Graduate				
Engineering and Technology/ Planning/ Applied Arts and Crafts/ Design/Hotel Management and Catering Technology	B	50 Per Course	4xNo.of Titles x B	25 % (Max. 100)
MCA/ PGDM/ MBA	B	100#	5xNo.of Titles x B	
		50*	5xNo.of Titles x B	

B - Number of Divisions at First year

Book Titles and Volumes required at the time of starting a new Technical Institution equally distributed per subject.

* Annual Increment equally distributed per subject.

NOTE:

- 1 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. 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.
- 2 Books shall also include subjects of Sciences, Humanities, Management and Social Sciences as per the requirements of the Curriculum and Syllabus.
- 3 The reading room shall possess Multimedia PC's for Digital Library/Internet surfing to cater up to 10% of total students (Maximum limited to 30 PC's)
- 4 It is desired that the Library shall be kept functional for the students and faculty members for a minimum of 16 hrs. per day on working days and 12 hrs. on non-working days
- 5 Reprographic center including scanning facility in the Library is essential.
- 6 Facilities to access the Online Courses is essential.
- 7 Library automation software including Bar coding is desirable.
- 8 Up to 66% of the total number of Titles and Volumes may be in the form of e-books with intranet access 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.
- 9 The Institution shall be a member of National Digital Library(NDL) and shall encourage faculty members and students to secure membership. Aggregators may also be used.

4.4 Laboratory Equipment and Experiments

Programme	Total Number of Courses (N)	Journals indexed by Scopus/ Web of Science/ Medline
Diploma		
Engineering and Technology Planning/ Applied Arts and Crafts/ Design/ Hotel Management and Catering Technology	Adequate Number of Journals /Periodicals / Magazines Providing Exposure to New Products/ Ideas/Concepts etc.	
Under Graduate & Post Graduate		
Engineering and Technology/Planning/Applied Arts and Crafts/ Design Hotel Management and Catering Technology/ Management/Computer Applications	6x N (For each Level)	

- NOTE:**
1. All the Journals in the Library are to be "subscribed" and are to be indexed
 2. Subscription may NOT necessarily mean Individual Procurements, but can be part of University / State / Group of Institutes in a "Consortium".
 3. The e-Shodh Sindhu is providing support in negotiating the prices of e-resources to AICTE approved Technical Institutions. The same shall be explored by the Institutions.
 4. Journals shall also include subjects of Science, Humanities, Management and Social Science