



Himachal Pradesh Technical University

(A State Government University)

Camp Office: Gandhi Chowk, Hamirpur (H.P.) – 177001

Phone : (01972) 224153, Fax: (01972) 224150,

E-mail ID: registrarhimtu@gmail.com, website: www.himtu.ac.in

Bachelor of Computer Application (BCA) -3 Years Degree Course

1. General Guidelines:

- (a) The Society/Trust must be registered and the Memorandum of Association (MOA) must have a clause of getting into education in the State of Himachal Pradesh.
- (b) The Members/Trustees of the Society or Trust should not be involved in any criminal or court case.
- (c) The Society/Trust must have adequate experience of running and managing educational institutions.
- (d) The Society/Trust must provide approved building plan from Competent Authority indicating permanent location of the building. The location must be easily accessible by public transport.
- (e) The Society/Trust must provide "No Objection Certificate" from the State Government for starting the applied course(s).
- (f) The land/building of the Institution must be registered in the name of the Society/Trust and in clear possession of the Society/Trust.
Non-encumbrance, pollution clearance and land use certificate obtained from the Competent Authorities must be submitted.
- (h) Land should not be mortgaged to bank or other financial institution.
- (i) The common facilities namely water, sewage, electricity, etc. must be available.
- (j) 70% construction of building must be available prior to inspection as per requirement of the 1st year so as to start classes at the beginning of relevant academic year.
- (k) The Society/Trust must furnish proof of financial strength how to provide complete infrastructure for the Institution and its smooth operation. The applicant should also demonstrate how shortfalls in funds, if any, for recurring expenditure would be met. Loan against fixed deposits is not permitted.

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- (l) The funds of the Society/Trust must be audited and the income tax clearance must be obtained. Audit report duly certified by Chartered Accountant must be submitted to University on yearly basis.
- (m) The Society/Trust must fulfill all other conditions to start the Institution and for running the course(s) as laid down by the UGC norms, if any.
- (n) The Society/Trust must facilitate accommodation and transportation of students and staff to the institute.
- (o) Principal/Director of the Institute must have been appointed/identified at the time of filling the application for affiliation.
- (p) Unit Size (for UG and PG Course) is 30 seats.

2. **Land Requirement:**

Sr. No.	Category	Area
1.	Urban area	0.5 acres
2.	Rural area	1.0 acres

3. **Fee:**

- (a) Application processing fee Rs. 5,000/- (payable at the time of submission of affiliation application.
- (b) Inspection fee Rs.15,000/- per course.
- Affiliation fee Rs. 50,000/- per course.

Note: Other fees shall be as per notifications issued by the Himachal Pradesh Technical University from time to time.

4. **Norms and Standards for 60 students (two units of 30 each):**

(a) **Built up area:**

Sr. No.	Category	Facility	Area
(i)	Class room and labs	Two class rooms including one smart class room	40 sq.m. each
		Seminar room (1 No.)	60 sq.m.
		Computer lab. (1 No.)	150 sq.m.
		Library (1 No.)	200 sq.m.

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		Library (1 No.)	200 sq.m.
(ii)	Administrative Area	Director/Principal	30 sq.m.
		Chamber office	20 sq.m.
		Main office	50 sq.m.
		Administrative office	10 sq.m.
		Placement office	10 sq. m.
		Faculty room (9 No.)	10 sq.m. each
		Reception room	20 sq.m.
		Reprography room	10 sq. m.
		Maintenance, estate office and store	10 sq. m.
		Conference hall	100 sq.m.
		(iii)	Student Amenities
Guest room	10 sq. m.		
Medical room	20 sq.m.		
Cooperative store	50 sq.m.		
Toilets (separately for male and female)	10 sq.m. each		

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(b) Staff:

(i) Faculty :

Sr.No.	Designation	No. of posts required	
1.	Director/Principal	1	
2.	Professor	1	
3.	Associate Professor	1	
4.	Assistant Professor	1 st Year	2
		2 nd Year	4
		3 rd Year	6

(ii) Teaching and supporting staff:

Sr. No.	Category	Designation	No. of posts required
(a)	Staff	Computer Programmer	1
		Technical Assistant	1
(b)	Library Staff	Librarian/Assistant	1
		Librarian	1
		Attendant	1

(c) Laboratories:

Sr. No.	Name of the Lab	Minimum Area
1.	Programming Lab	150 sq.m
2.	DBMS Lab	150 sq.m
3.	Web Technology Lab/ Unix Lab	150 sq.m
4.	Multimedia Lab	150 sq.m

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*Must be separate for each course and must have sufficient equipment as per syllabus finalized by Board of Studies from time to time.

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(d) Equipment:

Sr. No.	Name of Equipment	No.
1.	Computers	Minimum 20 PC with the ratio of 1:4 for UG. (i.e. 1 PC after every 04 students for UG classes)
2.	Legal software	03
3.	Legal application software	Minimum 10
4.	LAN & internet facility	(Minimum 2 Mbps)
5.	Main server and client server	desirable
6.	Printers	10% of total number of PC
7.	UPS	1, 10 KVA
8.	Diesel generator set	1, 1.75 KVA
9.	Photocopier	1
10.	Air conditioners	As per requirement

(e) **Library:**

Sr. No.	Item	No.
1.	Books (per year per two units)	1,000 (Minimum)
2.	Technical magazines	10

(f) **Furniture:**

Adequate furniture for lecture rooms/tutorial rooms/computer laboratory/library/conference hall etc.

(g) **Electric Installations:**

Adequate number of fixtures must be installed so as to provide sufficient lighting and air circulation in the lecture rooms/tutorial rooms/computer laboratory/library and other parts of the building.

(h) **Miscellaneous:**

- (i) **Games:** Adequate facilities for indoor and outdoor games for the students must be provided
- (ii) **Transport:** The institute must provide transport facilities to the students and staff.
- (iii) **Cycle/Scooter Stand:** There must be adequate parking space for cycles/scooters and other vehicles.

Handwritten signature

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5. **Submission of Application:**

- (a) The Society/Trust has to apply on the University format by the dates as specified by the University.
- (b) The University has the power to reject the applications without assigning any reason.
