



GOVERNOR'S SECRETARIAT, BIHAR
RAJ BHAVAN, PATNA-800022

Letter No.PPU-13/2019-

/GS(I),

Dated-

From,

Brijesh Mehrotra
Additional Chief Secretary to H.E.

To,

Additional Chief Secretary
Education Department,
Bihar Patna.

Sub: Regarding circulation of Guidelines of minimum infrastructure and teaching facility for granting permission to institutions for Bachelor of Computer Application (BCA) and Bachelor of Business Administration (BBA) programmes in the Universities of Bihar.

Sir,

With reference to the subject mentioned above, I am directed to inform that in the light of Order dated 04-05-2018 of the Hon'ble Patna High Court passed in CWJC No. 11113/2017 a committee was constituted vide Notification No.PPU-13/2019-325 dated 07-02-2020 to frame guidelines for minimum infrastructure and teaching facilities for the institutions imparting courses of Bachelor of Computer Application (BCA) and Bachelor of Business Administration (BBA) programmes in the Universities of Bihar, the Hon'ble Chancellor after due consideration of the advice of the committee, has been pleased to approve the guidelines for requirement of minimum infrastructure and teaching facilities for the institutions imparting teachings of the course relating to Bachelor of Computer Application (BCA) and Bachelor of Business Administration (BBA) programmes in the Universities of Bihar.

This is for your information and necessary action.

Encls:-As above

Yours faithfully,

B. Mehrotra
26/2

(Brijesh Mehrotra)

Additional Chief Secretary to H.E.

Memo No.- PPU-13/2019-

445

/GS(I),

Dated- 26-02-2020

Copy along with copy of approved Guidelines of minimum infrastructure and teaching facility for granting permission to institutions for Bachelor of Computer Application (BCA) and Bachelor of Business Administration (BBA) programmes in the Universities of Bihar forwarded to all Vice Chancellors of the Universities of Bihar/ The Technical Director-cum-In-Charge Computer Cell, Raj Bhavan, Patna for uploading on the website of Raj Bhavan/ Custodian Guard File for record.

B. Mehrotra
26.02.20

Law Officer-cum-Incharge OSD(J)

**GUIDELINES FOR REQUIREMENT OF MINIMUM INFRASTRUCTURE AND
TEACHING FACILITIES FOR GRANTING PERMISSION TO INSTITUTIONS
FOR BACHELOR OF COMPUTER APPLICATIONS (BCA)
AND
BACHELOR OF BUSINESS ADMINISTRATION(BBA)
PROGRAMMES IN THE UNIVERSITIES OF BIHAR STATE**

*In pursuance of Hon'ble Patna High Court order dated 04-05-2018 passed in CWJC No. 11113/2017, regarding prescribing minimum infrastructure and other teaching facility for determination of seat intake of the institutions imparting BBA and BCA courses.

Notwithstanding anything contained in the existing Acts and Statutes the following shall be the infrastructural requirements for an intake capacity of 60 students to BCA and BBA programmes to be run in a College/ Institution Affiliated/ to be Affiliated to any University of Bihar. The Infrastructural requirements (Norms/Faculty/facilities) shall proportionately increase/decrease as per intake

1. Norms for Land requirement and Built-up Area for New Institutions.

1.1 -Land Requirements for new Institutions:

Programmes	Land Area requirement in Acre	
	Urban	Rural
BCA	0.75	1.00
BBA	0.75	1.00

The land area, however, should be commensurate to the built up area requirements and sufficient to provide common amenities and infrastructure including toilets, common room(s), library, play spaces etc. either exclusively or inclusively.

- a. The Built-up area requirements are to be adhered too.
- b. Fire and life Safety Certificate from Fire Department is to be taken before the approval is sought.
- c. Additional intake in future can be allowed subject to the availability of Builtup area as per optimum FSI (Floor Space Index). However, if the additional construction is to be undertaken in the existing Building then Structural Stability Certificate and Certificate of Safe Foundation to be provided by a Structural Engineer having Master's Degree with specialization in Structure.

d. Competent Authority has to certify that the place is located in Urban and Rural areas.

1.2- The institutions which are already having BBA and BCA courses along with other allied subjects must have at least 0.5 for rural and 0.25 acre for urban area exclusive and area allocated for BCA and BBA buildings. Rest of the requirements including built up area for academic and amenities, library and computer lab. etc. for the old institutions would be the same. In case of any short comings, the old institutions could be given maximum time for two years to fulfil the requirements.

2. Minimum Built-up Area Requirements:

2.1 Although the Institution shall be applying for the First Year, the proposal for the Building(s) and the Plans are required to be submitted as under:

- The Institution is required to submit the approved and sanctioned Building Plans from the Competent Authority considering the total Built-up area as required to run the Programme(s).
- The Institution is required to submit Completion Certificate (as applicable) stating that the Building(s) is/ are fully developed and ready in all respects for the intended use (s).

2.2 Carpet area required shall be as follows for academic area (in Sq.m.):

	Number of Rooms Required	Carpet Area in m ² per Room	
		BCA	BBA
Classrooms	03	66	66
Tutorial rooms	02	33	33
Computer Lab(with LAN and server)	02(for BCA) ; 01(for BBA)	66	66
Seminar Hall	01	132	32
Library	01	200	00

2.3 Provision of space in the institution for 'Amenities' area will be as follows (Carpet Area in m²):

S. No.		Carpet Area in m ² per Room	Number of rooms required for new Institution
1	Coordinator	30	1
2	Coordinator's office	20	1
3	Conference	100	1
4	Main office	150	1

5	Administrative Office	10	1
6	Placement Officer	10	1
7	Faculty Room (10Sq.m./faculty)	60	First year student intake
8	Reception	20	1
9	Reprographic	10	1
10	Maintenance, Estate Office & Store	10	1

Of the Total Number of Classrooms at least ONE shall be a Smart Classroom/ lab.

2.4 Circulation Area in m²

There should be sufficient circulation area covering common walk ways, etc.

3. Faculty required

I.	Annual intake of students	:	60
II.	Total No. of students (3 years course)	:	180
III.	Teaching Faculty required	:	06
		Minimum	Desirable
	Asstt. Professor	04	+2

IV. Support Technical Staff

		Minimum	Desirable
	Programmer	01	+01
	Technical Assistant	02	+02

Adequate supporting staff for the Library, Teaching aids/Learning Resource Centre, Office and for other ancillary services be provided for smooth conduct of academic activities.

II. Finance:

Endowment Fund:	Rs.20 Lakhs (For BCA)
	Rs.10 Lakhs (For BBA)

4. Books and Library facilities:

Programmes	Titles	Volume	Reading Room Seating	Multimedia PC's for Digital Library/Internet Surfing located in Reading Room
		Number	% of Total Student	% of Total Student

BCA/BBA	100*	1500*	25% (Max. 100)	1% (Max. 10)
	20	300		

*Book Titles and Volumes required at the time of starting new Institution.
Annual Increment.

Technical magazines in Computer Science/
Information Technology (min. no.) : 10.

Technical magazines in Management
(min. no.) : 10.

5. Norms for Books, Library facilities , Computer Software, Internet, Printers e c.

Computer, Software, Internet, Printers:

Programmes	Number of PC'S/Laptop to student ratio on Min: 20 PCs	Legal System Software	Legal application Software**	LAN & Internet	Mail Server & Client	Printer Including Colour Printer* (% of total number of PC'S/ Laptop)
BCA	1:4	03	12	All	Desirable	5%
BBA	1:6	01	04	All	Desirable	5%

S*At least one printer to be A-1 Size Colour Printer.

** Includes Plagiarism checking Software

Internet speed required for the Institution

Approved Intake	Internet Speed
Upto 300	100 Mbps
301 - 600	100 Mbps
601 - 900	100 Mbps
901 - 1500	200 Mbps
> 1500	200 Mbps

At least 4Mbps Wi-Fi connectivity at 4 or 5 hotspots shall be made available.

Arrangement to view NPTEL/ SWAYAM etc. shall be made available.

Utilization of Open Source Software shall be encouraged

b. Secured Wi-Fi facility is highly recommended

c. Purchase of most recent hardware is desired.

d. 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 student's ratio.

e. Adequate number of software licenses is required

f. Central Xeroxing facility for students is preferred

g. PC shall also include Laptop in the inventory of the Institution

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

1.	Total numbers of Titles and Volumes shall be increased in continuation till 15 years, which shall be the minimum stock of Books. Institutions shall have to add annual increment of Books based on the changes in Curriculum and Syllabus from time to time by the Affiliating University.
2.	Books shall also include subjects of Science and Humanities.
3.	Digital Library facility with multimedia facility is essential.
4.	Reprographic facility in the Library is essential.
5.	Document scanning facility in the Library is essential.
6.	Availability of NPTEL facility at the Library is essential.
7.	Library Books/ non Books classification as per standard classification methods is essential.
8.	Computerized indexing with bar coded/ RF tagged Book handling is desirable.
9.	50% of total number of Titles and Volumes each can be in the form of e-books with intranet access.
10.	Institution should be a member of National Digital Library.

7. Norms for Essential and Desirable requirements for Technical Institution:

1.	Standalone Language Laboratory	Essential
2.	Potable Water supply and outlets for drinking water at strategic locations	Essential
3.	Electric Supply	Essential
4.	Sewage Disposal System	Essential
5.	Telephone	Essential
6.	Vehicle Parking	Essential
7.	Display of information submitted to affiliating institution (including the accreditation status and Board of Management) along with mandatory disclosures in the Web site of the Institution	Essential
8.	Copies of approvals to run courses obtained since inception of the Institution till date shall be placed in the Web site of the Institution	Essential
9.	Digital payment for all financial transactions as per MHRD/ state govt. directives	Essential
10.	Provision to watch MOOCS Course(s) through Swayam	Essential

11.	Feedback facility of students and Faculty available in the Web Portal	Essential
12.	Barrier Free Built Environment for disabled and elderly persons	Essential
13.	Safety and Security measures in the Campus	Essential
14.	Safety provisions including fire and other calamities	Essential
15.	Implementing Food Safety and Standards Act, 2006 in the Institution	Essential
16.	General Insurance provided for assets against fire, burglary and other calamities	Essential
17.	Road suitable for use by Motor vehicle- Motorized Road	Essential
18.	General Notice Board and Departmental Notice Boards	Essential
19.	First aid, Medical and Counselling Facilities	Essential
20.	Appointment of Student Counsellor	Essential
21.	Group Insurance to be provided for the employees	Essential
22.	Insurance for students	Essential
23.	Institution-Industry Cell	Essential
24.	Placement Cell	Essential
25.	Applied for membership of National Digital Library	Essential
26.	Establishment of Online Grievance Redressal Mechanism	Essential
27.	Establishment of Anti Ragging Committee	Essential*
28.	Establishment of Grievance Redressal Committee in the Institution	Essential*
29.	Establishment of Internal Complaint Committee (ICC) (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Institutions) as per UGC directive.	Essential*

* Appointment of Committees should be made before commencement of the session, however, an Affidavit to that effect needs to be submitted by the new Institution at the time of inspection by Expert Visit Committee.

1.	Implementation of the schemes announced by MHRD	Desirable
2.	Offering of Skill development Courses approved by the UGC	Desirable
3.	Participation in the National Institutional Ranking Framework (NIRF)	Desirable
4.	Fabrication facility Laboratory (FABLAB)/ Tinkering Laboratory/ Innovation Laboratory	Desirable
5.	Backup Electric Supply	Desirable
6.	Rain Water Harvesting and installation of grid connected solar rooftops/ Power Systems	Desirable
7.	Waste Management and environment improvement measures to ensure a sustainable Green Campus	Desirable
8.	Public announcement system at strategic locations for general announcements/ paging and announcements in emergency.	Desirable
9.	Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction Desirable	Desirable
10.	Transport	Desirable
11.	Post Office, Banking Facility/ ATM	Desirable
12.	LCD (or similar) projectors in Classrooms Desirable	Desirable
13.	Display of Course(s) and "Approved Intake" in the Institution at the entrance of the Institution.	Desirable
14.	Implementation of Startup Policy	Desirable

15.	Intellectual Property Right Cell	I esirable
16.	19 Implementation of Unnat Bharat Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)	I esirable
17.	Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environment friendly disposal of used sanitary napkin through sanitary napkin incinerator	I esirable

[Signature]
17.2.2020
Vice Chancellor,
Magadh University, Bodh Gaya

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17/2/2020
Vice Chancellor,
Patliputra University, Patna

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17/2/2020
Vice Chancellor,
Munger University, Munger

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17.02.20
Shri R. V.S. Parmar,
Law Officer-cum-Incharge OSD (J)
Governor Secretariat

Shri Satish Chandra Jha,
Special Secretary, Dept. of Education,
Govt. of Bihar, Patna

[Signature]
17.2.2020
Director,
Higher Education, Dept. of Education
Govt. of Bihar, Patna

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26.02.20
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