

9. RESOURCE REQUIREMENT:

9.1 Physical Resources

9.1.1 Space Requirement:

Norms and standards laid down by All India Council for Technical Education (AICTE) may be followed to work out space requirement in respect of class rooms, tutorial rooms, drawing halls, laboratories, space required for faculty, student amenities and residential area for staff and students.

9.1.2 LIST OF EQUIPMENT

Sr. No	Name of Equipment	Quantity
1.	Copying equipment	01
a)	Copy printer / desk top digital duplicator	01
b)	Photocopier with advanced features	01
2.	Scanner (Electronic stencil cutting machine)	01
3.	Communication equipment (Telephone with at least two extensions)	02
4.	FAX	01
5.	EPBX	01
6.	Telephone answering set	01
7.	Franking machine for mailing dak	01
8.	Computer with interface	01
9.	Electronic black board	01
10.	Public address system (conference room system)	01
11.	CCTV	01
12.	Electronic calculator	05
13.	Electronic billing machine	01
14.	Electronic weighing machine	01
15.	Electronic cash register	01
16.	Dictation network	01
17.	Punching machine (various sizes)	01
18.	Staplers (different sizes)	10
19.	Card index cabinet	02
20.	Strip index	01
21.	Cardex	01
22.	Lateral filing system	01
23.	Binding and punching machine	01
24.	Mobile phone	01
25.	Other latest machines/equipment related to office and communication	01
26.	Lamination machine	01
27.	Computer with internet (according to need)	01
28.	Cordless phone	01

Sr.No	Name of Equipment	Quantity
29.	Metal detector	01
30.	Fire / security alarms	01
31.	Telephone directories	01
32.	Business directories	01
33.	Year book	01
34.	Post office guide	01
35.	Railway / air / sea time table	01
36.	Office manuals	01
37.	Ready reckonor	01
38.	Display board	01
39.	Atlas	01
40.	Cheque writer machine	01
41.	Scanner	01
42.	Floppies	

COMMUNICATION LABORATORY

Sr. No	Name of Equipment	Quantity
1.	Stools	30
2.	Display board / screens	02
3.	Sound recording and playing system	01
4.	Audio cassettes	60
5.	Overhead projector	01
6.	Transparencies slides	100
7.	TV - VCR and camera for video recording	01 each
8.	English spoken course by World Wide Publishers	01 set
9.	PA system for group discussion / presentation	01
10.	A Quiz room equipped with:	
	a) Two way audio system	For 30
	b) Back projection system	students
	c) Timer System	1
	d) Slide Projector	30 sets
	e) LCD Projector	1
11.	Conference Hall for interview Practices	1
12.	Mattress for Yoga exercises	30
13.	Acclimatized Hall for exercises	1
14.	Physical Exercise Equipment:	
	a) Multi gym	2
	b) Sports equipment	LS

NOTE:I

In addition to above laboratories, computer centre will be required for effective implementation of the course.

Provision for overhead projector, TV with VCR facility slide cum strip projector, TV with VCR facility slide cum strip projector, CD/DVD player along with TV monitor, photocopier, PC-XT facilities, duplicating machines, drafting machines etc has also to be made.

Relevant and latest software for Retail, Marketing and Human Resource Management may be procured.

9.1.3 Furniture Requirement

Norms and standards laid down by AICTE be followed for working out furniture requirement for this course.

9.2 Human Resources Development:

Weekly work schedule, annual work schedule, student teacher ratio for various group and class size, staffing pattern, work load norms, qualifications, experience and job description of teaching staff workshop staff and other administrative and supporting staff be worked out as per norms and standards laid down by the AICTE