

MAULANA MAZHARUL HAQUE ARABIC & PERSIAN UNIVERSITY

34, Hardinge Road (Ali Imam Path), Near Haj Bhawan, PATNA-800001

Guidelines to Set up a KRC (Knowledge Resource Centre)

1. Eligible Institutions :

- 1.1 Government/ Private institutions, aided/ self-financed institutions registered societies, trusts etc. having the arrangement of competent faculty members, infrastructure for the required number of class-rooms, laboratories, Computer lab, library and regular & visiting faculties, etc. may apply.
- 1.2 Unrepresented areas for setting up of a KRC will be preferred.
- 1.3 The proposed KRC must be situated in a minimum distance of 3 kms of existing KRCs.
- 1.4 The institutions submitting "Undertaking" to impart teaching in Arabic or Persian related courses by enrolling 10-15 students will be granted permission on priority basis.
- 1.5 The experience of operating the teaching institutions or programmes of study shall be preferred.

2. Functions of the KRC Head/ Coordinator :

- 2.1 The Co-ordinator or In-Charge of a centre shall be the principal functionary of the centre and he/ she will be responsible for maintaining of all records and registers in respect of the activities of the centre including academic and administrative.
- 2.2 Supervisions of the work of other supporting staff; Intimating students about the time and date for class session, Internal Assessment and University Examination.
- 2.3 Arranging laboratory facility in case the course consists of laboratory work;

- 2.4 The Coordinator will ensure the KRC is kept open on the days fixed for teaching;
- 2.5 The Co-ordinator will also ensure attendance of the students and submission of assignments;
- 2.6 Submission of quarterly report to Maulana Mazharul Haque Arabic and Persian University, Patna.
- 2.7 Maintenance of discipline/Dress Code in the centre. Performing such other duties as assigned by the University.

3. Infrastructure/ Library/Equipment/ Labs/ Academic Requirements

3.1 Required Infrastructure :

Premises	Owned/ Rental/ Leased/ Other
Required no. of class rooms	Four
Each class room	400 sq. ft
Library room	200 sq. ft.
Faculty room	200 sq. ft.
Computer lab	10 computers with adequate seating arrangement
Office room	Min 150 sq. ft
Storage area with adequate furniture	100 sq. ft.
Student common room	200 sq. ft.
Toilet, Corridor, Staircases, Common area etc., separate toilets for girls	Adequate.

3.2 Library:

Category	Count
Reference Books	Master Programme:- Min 7 to 10 titles Bachelor Programme:- Min 5 to 7 titles
Text/ Subject books	Essential
Periodicals Subscribe	Essential
Journal	Essential
Three Daily Newspapers Subscribed	One = related to Business Two = related to sanctioned programme
Educational CDs/ DVDs	Essential
E- Books for reference	Essential
Magazines	Essential

3.3 Required Additional Equipments:

Equipments	Count
LED Projector	One
Fax/ Photocopier/ Printer	Essential
CD	Essential
DVD Player with T.V.	One

3.4 Computer Lab requirement:

Particulars	Minimum Requirement
No. of Computer Lab	One as per the above specification
No. of Computer in Lab	10
Configuration of Computers	Dual core or equivalent, 256 MB/ 1 GB, RAM, 80 GB HDD, etc.
Software	MS Office version 2007, Vista/ Windows 7
Type of Networking in Computer lab	UTP (optional)/ CAT- 5
Internet Connectivity	Compulsory

(All the details to be mentioned as per the check-list)

3.5 Special Requirement for Computer Programmes:

Particulars	Minimum Requirement
No. of Computer lab	One
No. of Computer in Lab	Twenty
Configuration of Computer	Dual Core, or equivalent, 250 MB/ 1 GB RAM, 80 GB HDD, etc.
Software: All programs	As per the requirement of the prescribed syllabus .
Type of Networking in Computer labs	UTP/ CAT- 5
UPS	1 KVA with 1 hr. backup
Internet Connectivity	Compulsory

4 Academic Requirements:-

4.1 Management Programme: Sufficient number of faculty members with Master's Degree in Business Management/ Administration/ other

relevant management related discipline with some teaching experience. Faculties of this programme will have requisite qualification prescribed by the UGC to teach Vocational/ Professional Courses.

4.2 Computer related Programmes:

4.2.1 BCA:

Adequate number of faculty members from the fields of Computer Science/ Engineering/ Technology or equivalent or M.C.A. degree or equivalent.

4.2.2 Journalism and Mass Communication : It is essential to engage Post Graduate Diploma in Media/ graphics/ Animation with minimum 1 yrs. of teaching experience. The number shall increase as the year of study progresses.

4.2.3 The qualifications of the faculty members must be at par with UGC norms.

4.3 Library & Information Science Courses:-

4.3.1 Sufficient number of faculty members having the qualification of M.LIS or equivalent prescribed under the UGC norms should be engaged to impart teaching in Library Science (BLIS) course.

4.3.2 For practical purposes it is essential to hold 10 sets of Demy Dewy Classification (DDC) (19th Ed.) and 20 sets of Colon Classification (CC) 6th Ed.

4.3.3 Sufficient number of textual books according to the prescribed syllabus. List of neighboring Govt. Libraries or Private owned libraries in regular function is to be enclosed.

4.3.4 Diploma and Certificate Courses : Adequate number of faculty members from the concerned fields or subjects should be engaged. Qualifications of the faculty members should conform to the guidelines and norms approved by the UGC.

5. Other Guidelines :

5.1 Library & Resource Centre:

KRCs should have a separate library and Resource Centre facilities for the use of the learners and faculty members. The library should have the minimum number of relevant books for each programme fixed by the University.

5.2 Undertaking for establishment of KRC :

Once the application is recommended by the committee and approved by the University, the concerned applicant will have to give an undertaking on a non-judicial stamp paper of Rs. 100/- mentioning that their centre shall abide by the terms & conditions of the undertaking.

5.3 Advertisement for Admission :

The KRCs shall be free to give advertisements on their own at their own cost inviting prospective candidates for admission. However, the contents of such advertisements shall be approved by the University. In special circumstances the University may share the advertisements with the KRCs as per mutually decided terms and conditions.

By the order of the Vice Chancellor

Sd/-

Inspector of Colleges