

E- TYPEWRITING (HINDI, ENGLISH) **(384)**

The institutions having the following requisite infrastructure, may apply for accreditation:

A. Classroom :

Class room for 25 students (Minimum area 225 sq. ft.) should have proper ventilation, well- illuminated black board/ white board and availability of adequate furniture including armless chairs.

B. Lab :

Room Size – 250 sq.feet

C. Faculty and Supporting Staff :

Following qualification is desirable for the faculty taking theory or practical class:

- BCA/PGDCA/A level from DOEACC from any recognized University or Institute.

OR

- Graduate with certificate in Computer Applications (CCA) / Diploma in Modern Secretarial Practice from NIOS or any other recognized Institute.

D. List of Tools and Equipment :

1. 2. Lab Equipment

➤ Computer (latest version with software like Windows XP and MS Office)	10 Nos.
➤ Network Printer	1 No.
➤ Photocopier	1 No.
➤ Telephone	1 No.
➤ File cabinets	1 No.
➤ Colour TV	1 Each
➤ Modem and Internet Connection	2 Nos.
➤ Web Camera	2 Nos.
➤ Speakers	2 Nos.
➤ LCD Projector / OHP	1 No.

3.

4. Furniture

➤ Computer Tables	10 Nos.
➤ Revolving Chairs	10 Nos.
➤ Blackboard/ Whiteboard	1 No.
➤ Display Board	1 No.

E. Physical Facilities :

The institution should have the facilities for Drinking water, bathrooms & toilets.

F. Library :

Library should have utility books/articles/magazines in related subject.

G. Batch Size :

25 x 4 i.e. 100 students (maximum intake in one year should not exceed 100 students).