

CERTIFICATE IN BASIC COMPUTING (608) (REVISED)

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

A. Classroom :

The institute should have two class rooms one for practical and one for theory. Rooms should be well ventilated and properly lighted. The size of practical room should be 225sq. feet and theory room should be 200 sq. feet.

B. 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 and Certificate in Computer Applications (CCA) from NIOS

C. List of Tools and Equipment :

1. Hardware Requirement :

- Ten computers (Intel core i3 or i5 processor) with at least one CD/DVD writer
- One Printer Inkjet or Laser Jet
- Internet connection
- UPS

2. Software Requirement :

- Licensed versions of following Software
- MS Office 2013, Windows 7 or higher version
- Antivirus

D. Physical Facilities :

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

E. Library :

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

F. Batch Size :

A centre will admit 25 students in a batch and maximum intake will be 4 batches.