

CERTIFICATE IN DATA ENTRY OPERATIONS (632)

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 225 sq. feet and theory room should be 200 sq.feet.

B. Faculty and Supporting Staff :

At least one permanent faculty is required for taking theory as well as practical class. Following is the essential qualification for the faculty:

- BCA/Diploma in IT/PGDCA or equivalent with one-year experience
- MCA/B.Tech/M.Sc. from any recognized university or institute.

C. List of Tools and Equipment :

1. Hardware Requirement :

- 15 computers (Pentium IV) or above with at least one CD writer
- Internet connection
- One Printer Inkjet/ LaserJet
- UPS

2. Software Requirement :

Licensed versions of following software

- Window XP or higher version
- MS-Office 2007
- Antivirus

D. Physical Facilities :

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

E. Library :

Minimum of 50 books on the relevant subjects are essential.

F. Batch Size :

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