

UGC Guidelines
on
Terms and Conditions of Affiliation
of Colleges by a University

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University Grants Commission
New Delhi

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**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI**

No. F. 1-18/79 (CPP) Vol. IV

December, 1987.

To

1. The Registrars of all affiliating Universities
2. The Secretary to the Govt. of
Department of Education

Sub : UGC guidelines on terms and conditions of affiliation of colleges by a University.

Sir,

I am directed to say that the question of laying down guidelines on terms and conditions of affiliation by a University has been under the consideration of the UGC. Various Committees appointed for the reform of education system from time to time have emphasised the importance of laying down suitable conditions of affiliation so as to avoid unhealthy and unplanned proliferation of colleges.

The Public Accounts Committee in para 6.54 of its 73rd report observed that the University Grants Commission should make a study of rules for affiliation of colleges prescribed under different university statutes and try to evolve guidelines for affiliation which should be commended to the various State Governments and universities for observance while granting affiliation to colleges in future.

Section 12 of the UGC Act, 1956 lays down that it shall be the general duty of the Commission to take in consultation with the universities or other bodies concerned all such steps as it may think fit for the promotion and coordination of university education and for the determination and maintenance of standard of teaching, examination and research in universities. The UGC is conscious of the fact that the standards of university education in India will largely depend upon the colleges in view if the fact that 85% of undergraduate students and about 55% of postgraduate students are enrolled in the colleges; as much as 14 to 15% of the research students are in colleges.

The commission had some time back collected information from the universities regarding the terms and conditions laid down by

them for affiliation of colleges. A Committee was appointed by the Commission to frame guidelines on terms and conditions of affiliation of colleges by a University. The Committee has since submitted its report.

The Commission at its meeting held on 4th September, 1987 has accepted the guidelines on terms and conditions of affiliation of colleges by a University as framed by the committee. A copy of the guidelines as accepted by UGC in this regard is enclosed for your guidance. It is requested that the University may now kindly review the existing terms & conditions in the light of UGC guidelines.

The action taken by the University/State Government in this regard may please be intimated to this Office in due course.

Yours faithfully,
(S.K. Khanna)
Secretary

Copy with a copy of the guidelines, referred to above to Shri C.R. Pillai, Deputy Secretary, Ministry of Human Resource Development, Deptt. of Education, New Delhi for information.

(S.K. Khanna)
Secretary

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI**

**Guidelines of Terms and Conditions of Affiliation of
Colleges by a University**

PREAMBLE

Section 12 of the University Grants Commission Act 1956 lays down that 'It shall be the general duty of the Commission to take, in consultation with the universities or other bodies concerned, all such steps as it may think fit for the promotion and coordination of university education and for the determination and maintenance of standards of teaching, examination and research in universities'. Accordingly, the UGC is conscious of the fact that the standards of university education in India will largely depend upon the colleges in view of the fact that 85% of undergraduates and about 55% of postgraduate students are enrolled in the colleges; as much as 14-15% of the research students are in the colleges.

But, about affiliated colleges in general, the National Policy on Education—1986 (para 5.28) says "In view of mixed experiences with the system of affiliation, autonomous colleges will be helped to develop in large numbers until the affiliating system is replaced by a freer and more creative association of universities with colleges".

Furthermore, the National Policy on Education—1986 (para 5.26) says "There are around 150 universities and about 5,000 colleges in India today. In view of the need to effect an all round improvement in these institutions, it is proposed that, in the near future, the main emphasis will be on the consolidation of, and expansion of facilities in the existing institutions".

In view of these policy statements, wherever a new institution is proposed to be set up the need for it would have to be carefully determined since ad-hoc proliferation is visualised to be replaced by state-wise planning in higher education. The National Policy on Education (para 5.03) says "State level planning and coordination of higher education will be done through Councils of Higher Education. The UGC and these Councils will develop coordinative methods to keep a watch on Standards".

When the need of a College is established, its affiliation to a university is an academic matter and should be given on academic grounds alone, without any other considerations. The final authority granting affiliation, its continuation, extension or dis-affiliation should vest solely with the appropriate university authorities. But since each affiliation creates eligibility for grant-in-aid, the university should consult the State Government concerned in respect of all private colleges before a final decision is taken.

While these guidelines are laid-down for affiliation of new colleges, it is intended that the position of colleges affiliated to a university should be reviewed in the light of the conditions of affiliation now being proposed and the Regulations pertaining to the minimum standards for the award of the first degree already promulgated by the UGC. It may be noted that the Programme of Action of the National Policy on Education also directs us to formulate guidelines for granting affiliation to new colleges which should provide, among others, the minimum facilities required in each institution including new teaching aids, such as, audio-visual systems, VCRs, Computers etc. Where the existing colleges fall short of satisfying these conditions, their requirements should be carefully assessed and brought to the notice of the colleges and the State Government concerned so that over a short period of time the conditions laid down in the National Policy on Education under para 7.13 (c) "Provision of threshold facilities to institutions" and the Regulations brought in force by the UGC can be implemented.

The UGC may decide that the future assistance given to the colleges will first of all be used to fulfil the urgent needs arising from the above.

In the interest of maintaining and raising the standard of postgraduate education and research in the country, it would be desirable to develop postgraduate education (and a certain level of research associated with it) within the university teaching departments and/or in the University Centres for postgraduate studies. In the case of universities where postgraduate education is imparted through affiliated colleges, the norms prescribed by the Commission for postgraduate education should be used both for purpose of granting affiliation to new courses to be started in the colleges as well as for bringing upto the required level the facilities in the colleges already offering postgraduate courses.

NEEDS & PROCEDURE

Within the above framework, when an application is received for affiliation of an undergraduate college (whether private or

Government), it may be examined by the University keeping in view the following :-

- (i) What are the existing facilities/enrolments for undergraduate or postgraduate education in the concerned region/area/city ?
- (ii) Is the college going to serve some special purpose related to the region, its manpower, needs, employment opportunities or developmental deficiencies ?
- (iii) What is the state of employment in the region for the educated possessing the type of education/courses which are proposed to be taken up ?
- (iv) Whether the need can be served by non-formal/distance education channels, or by strengthening/expanding the existing institutions ?

The application answering all the above points accompanied by a project report giving details of the types of courses and how they are to be implemented (including what physical facilities will be available) may be examined by a Committee set up by the University consisting of Academics, the Director, College Development Council and a representative of the State Government. The membership of the Committee should not ordinarily exceed six. The report of the Committee should be submitted within three months from the date of receipt of the application and the project report.

If the need for a college is established by the University it may send the proposal alongwith the project report and its recommendations to the State Govt. within three months of the submission of the report of the Committee. The State Government within three months of the date of the receipt of the proposal should give its recommendations as far as its financial implications are concerned to the University. After the State Government consent is received, the University should examine the proposal in details including inspection of the facilities of the colleges as below :-

(i) Endowment Fund

Every college should be registered as a Society under the Societies' Registration Act 1860 (21 of 1860) or as a Trust with Trustees being appointed and vested with legal powers and duties and create a non-transferable Endowment Fund in the name of the Society or Trust as the case may be. Endowment Fund should be invested in the manner prescribed by the University. The University may fix the quantum of endowment keeping in view the adequacy of the financial position of the college after taking into account the Government grant.

(ii) Land

Each college should have a minimum of 5 acres of land: 3-2 acres for construction of buildings including staff quarters and 2-3 acres of play fields.

The number of lecture rooms, laboratories, library, canteen/cafe-taria, hostel accommodation etc. should be in accordance with the norms prescribed by the Commission under Clause (f) of Sub-Section (1) of Section 26 of the UGC Act, 1956 (No. 3 of 1956) regarding minimum standards of instructions for the grant of the first degree through formal education in the faculties of Arts, Humanities, Fine Arts, Music, Social Sciences, Commerce and Sciences as per Appendix-A.

The sizes of class room/lecture room, laboratory and library should be those prescribed by the Commission from time to time. The norms prescribed at present by the UGC are given in the Appendix-B.

(iii) Civic Facilities

While designing the building, it may be ensured that adequate facilities of light, ventilation and toilets are provided. While designing this, the norms laid down by the Indian Standards Institution or the local authority may be kept in view.

(iv) Student Hostel

If the opening of a new College is to cover the students in the surrounding area, adequate hostel facilities should be provided, Hostel accommodation must be according to norms prescribed by the UGC.

(v) Principal's Residence

Principal's residence may be provided right in the beginning.

(vi) Staff Quarters for Teachers

Flat type accommodation for atleast 25% of the teachers along-with certain common facilities. If the college is to be established in a remote area, higher percentage of teachers may be provided with accommodation in order to facilitate their participation in the corporate life of the college.

(vii) Essential Services

Adequate facilities for essential service (water, electricity and sewerage facilities) be provided in all the buildings.

(viii) Laboratory

Laboratory should have adequate safety arrangements—Gas plants

proper fitting and ensure regular supply of water, electricity etc.

(ix) Library

In the beginning, the library should have atleast 100 books in different titles on each subject. It may be raised to 200 within a period of three years. The Library should have adequate number of reference books and journals. There should be a reading room and suitable space available for library staff with proper furniture. Recurring expenditure be of not less than Rs. 3,000 per subject per year for books. This may be reviewed whenever prices of books go up.

For every subject, at least two subject journals should be subscribed to by the library. The UGC journals, if any in the subjects concerned should also be subscribed.

For teachers to examine the class work of students and to prepare for their own lectures, cubicles should be provided (9 Sq.M) for atleast 25% of the strength of the staff and they can be shared by the teachers. Almirahs or lockers should also be provided for each teacher.

(x) General

- (a) Ramps be provided in the building for the Physically handicapped.
- (b) Separate common rooms for girls and boys be provided in co-educational colleges.
- (c) There should be separate toilets for girls.
- (d) Adequate accommodation be provided for Principal's Office, Bursar's Office and for administrative staff.
- (e) There should be a staff room of a proper size.

(vi) Laboratory Equipment

The laboratory equipment should be in accordance with the norms adopted by the University. Maintenance and running expenses of the laboratory should also be in accordance with the norms prescribed by the University.

(xii) Staff

No teacher be appointed without fulfilling the qualifications laid down by the Commission from time to time as per the regulations framed by the Commission in this regard.

INSPECTION

After the college has functioned for three years in accordance with the above conditions and norms, Inspection Committee be sent by the University to check whether all the conditions and assur-

ances have been fulfilled or not. The reports of such Inspection Committee should be placed before the College Development Council and the Academic Council of the University for purpose of giving permanent affiliation if the college has fulfilled the prescribed conditions. In case the college is not given permanent affiliation, the temporary affiliation may be extended for a period not beyond two years. If the college does not fulfil the prescribed affiliation conditions at that stage, the affiliation be deemed to have been withdrawn.

The Statutes of the University should include the above conditions so that they may not be be modified without due consideration.

APPENDIX—A
Published in the Gazette of India
Part III—Section 4
University Grants Commission

**Bahadurshah Zafar Marg,
New Delhi—110 002.**

No. F.I.—117/83 (CP)

25th November, 1985

NOTIFICATION

In exercise of the powers conferred by Clause (f) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (No. 3 of 1956), the University Grants Commission makes the following regulations, namely:-

1. Short title, application and commencement

(1) These regulations may be called the University Grants Commissions (the minimum standards of instructions for the grant of the first degree through formal education in the faculties of Arts, Humanities, Fine Arts, Music, Social Sciences, Commerce and Sciences) Regulations, 1985.

(2) They shall apply to every university established or incorporated by or under a Central Act, Provincial Act or a State Act, and all Institutions recognised under clause (f) Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be University under Section 3 of the Said Act.

(3) They shall come into force on June 1, 1986.

2. Admission/Students

(1) No student shall be eligible for admission to the 1st Degree Course in these faculties unless he has successfully completed 12 years schooling through an examination conducted by a Board/University. The admission shall be made on merit on the basis of criteria notified by the Institutions after taking into account the reservation order issued by the government from time to time.

(2) Student enrolment shall be in accordance with the number of teachers and physical facilities available.

(3) No student shall be eligible for the award of the first degree

unless he has successfully completed a three year course; this degree may be called the B.A./B.Sc./B.Com. (General/Honours/Special) degree as the case may be:

Provided no student shall be eligible to seek admission to the Master's Course in these faculties, who has not successfully pursued the first Degree Course of three years' duration.

Provided further that, as a transitory measure where the universities are unable to change over to a three year degree course, they may award a B.A./B.Sc./B.Com (Pass) degree on successful completion of two year course, but that no student of this stream shall be eligible for admission to the Master's course unless he has undergone a further one year bridge course and passed the same. The three year degree course after 10+2 stage should in no case be termed as B.A./B.Sc./B.Com (Pass) degree.

3. Working days

(1) Every University enrolling students for the 1st Degree Course shall ensure that the number of actual teaching days does not go below 180 in an academic year.

Explanation:- The working days shall exclude holidays and vacations, the time set apart for completing normal admission, time required for the preparation and conduct of examinations but shall include the days on which classes such as lectures, tutorials, seminars, practical etc. are held or conducted.

(2) The total period provided in the time-table shall not be less than 40 clock hours a week. The timetable on working days shall be so drawn up that physical facilities are adequately utilized, and not used only for a few hours a day.

(3) The University shall not only lay down the syllabus for each course but also the manner of its implementation, namely, through number of lectures, tutorials, laboratory session, seminars, field work, project etc. Students shall be encouraged to study some part of the syllabus themselves and shall be given assignment so as to make them use the library or laboratory etc.

(4) When a student offers a combination of courses —

(i) it shall be ensured that the total weekly workload on the student is not more than 30 clock hours a week, thus enabling him to undertake some study at his own initiative or to prepare his tutorials, seminars etc;

(ii) the total work-load on a student shall also be adequate so as to keep him busy;

(iii) lectures shall be supplemented by tutorials and/or problem solving sessions (which shall be around 25% of the lecture work load), term papers etc., so that a student derives maximum bene-

fit from his programme of study.

(5) Minimum number of lectures, tutorials, seminars, practicals etc. which a student shall be required to attend before being eligible for appearing at the examinations shall be as prescribed by the University which on an average shall not be less than 75% of the total number of lectures, tutorials, seminars, practicals etc.

4. Examination

(1) The University shall adopt the guidelines issued by the University Grants Commission from time to time in regard to the conduct of examination.

(2) There shall be both continuous sessional evaluation in addition to semester/year-end examination. The marks or grades obtained in continuous sessional evaluation shall be shown separately in the grade card alongwith percentile ranking. Each grade card shall indicate the name of the college from which the candidate appeared in the examination. Further more, the University shall develop a dependable system of checks and controls on marks or grades awarded in sessional work.

Explanation:- Perentile rank refers to the percentage of all the examinees in the course who had the same or higher percentage of marks or grade in the examination.

(3) The examination question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.

(4) No semester/Year-end examination shall be held unless the University is satisfied that atleast 75% of the course work indicated under sub-regulation 3(3) has been actually conducted.

5. Teachers

(1) No teacher shall be appointed who does not fulfil the minimum qualifications prescribed for recruitment as per University Grants Commission (Qualifications required of a person to be appointed to the teaching staff of a university or other Institutions affiliated to it, Regulations, 1982) notified under Section 26 (i) (e) of the University Grants Commission Act, 1956.

(2) Every teacher shall be available in the Institution on a working day during the period prescribed and shall in addition to participating in teaching as indicated in sub-regulation 3(3) undertake examination/test/evaluation/invigilation work, general assistance to students in removing their academic difficulties, and participate in extra-curricular and institutional support activities, as required.

(3) The work load of a teacher shall take into account teaching, research and extension activities, preparation of lessons, evaluation of assignments, term papers etc. and shall be in accordance with

the guidelines issued by the University Grants Commission from time to time.

Provided that the time spent on extension work where it forms an integral part of the course prescribed shall count towards the teaching load;

Provided further that no teacher shall be expected to lecture for more than three clock hours per day.

(4) The number of full-time and/or part-time teachers shall be provided, keeping in view the total institutional workload as provided in sub-regulation 3(5), teachers work-load in sub-regulation 5(3) and class size in sub-regulation 6(1) and 6(2).

(5) The group for tutorials shall not normally be more than 15 or 20 students.

(6) A teacher shall not be expected to supervise more than 20-25 students in a laboratory class.

6. Physical Facilities

(1) Every University shall lay down norms in respect of classrooms, laboratories, library, canteen/cafeteria, hostel accommodation etc. and all institutions admitted to its privileges shall adhere to the same. The University while prescribing these facilities as a condition of affiliation shall keep in view the guidelines of the University Grants Commission in this regard.

(2) The lecture-classes shall normally not exceed 80 students, unless, in special cases, the University has accommodation for larger classes and makes suitable audio visual arrangements for effective lecturing accompanied by tutorial classes.

7. Information

Every University shall furnish to the University Grants Commission information relating to the observance of these Regulations in the form prescribed for the purpose. The information shall be supplied to the University Grants Commission within 60 days of the close of the academic year.

Sd/-
(S.K. Khanna)
Secretary

To

The Manager, Govt. of India Press, Faridabad.

Copy forwarded to :

1. The Secretary to the Govt. of India, Ministry of Human Resources Development, Deptt. of Education, New Delhi.

Sd/-
(Y.D. Sharma)
Joint Secretary

Published in the Gazette of India

(No. 24 Dated June 14, 1986)

Part III—Section 4

UNIVERSITY GRANTS COMMISSION

Bahadur Shah Zafar Marg

New Delhi

No. F.I-117/83 (CPP)

the 30th May, 1986

NOTIFICATION

In partial modification of the Regulation notified under No. F. 1-117/83 (CPP) dated 25.11.1985 published in the Gazette of India (Part III Section 4) dated 14-12-1985 prescribing the UGC (the minimum standards of instructions for the grant of the first degree through formal education in the faculties of Arts, Humanities, Fine Arts, Music, Social-Sciences, Commerce and Sciences) Regulations, 1985, the following clause shall be inserted below clause 7 :-

“8 The University Grants Commission shall have the right to grant relaxation to a university in regard to the date of implementation or for admission to the first or second degree courses or to give exemption for a specified period in regard to other clauses in the regulations on the merit of each case”.

Sd/-
(S.K. Khanna)
Secretary

To The Manager Govt. of India Press, Faridabad.
Copy forwarded to the Secretary, Government of India, Ministry of Human Resource Development, Department of Education, New Delhi.

Sd/-
(C.M. Ramachandran)
Deputy Secretary

APPENDIX—B

UNIVERSITY GRANTS COMMISSION

Norms for Laboratory Lecture Room & Library

I Laboratory

Average laboratory area per student undergraduate.

40 sq. ft. for subsidiary/Minor, 60 sq. ft. for main subjects.

In determining the areas of under-graduate/laboratories, the basis of calculation will respectively be as follows :-

a) **Number of under-graduates doing practical work at a time. The plinth area of laboratory buildings in the Universities may be determined generally as carpet area of the laboratory plus 50% thereof. This will provide sufficient accommodation for varandahs, laboratory blocks, stair case, etc.**

II Lecture room area per student

12 sq. ft. per student provided no lecture room has an area less than 400 sq. ft. Some of the lecture rooms for Science classes should be provided with preparation rooms with an area of about 300 sq. ft.

III Average space for store-room

1000 to 2000 sq. ft. per 100 to 150 students.

IV Museums for Botany and Zoology

A minimum space of about 1000 sq. ft. for each of these departments.

V Standards for Library Buildings and Furnitures

Based on IS 1553-1976 India Standard Recommendation relating to Primary Elements in the Design of Library Buildings (First Revision).

- 1. LOCATION:** The library should be centrally located with reference to buildings of faculties and departments, laboratories and hostels.

2. Rooms to be provided are as follows.

Sl.No.	Rooms Normally Separate	Academic Library	
		*UCL	UDL**
(i)	Stack Room	R	—
(ii)	Catalogue Room	R	—
(iii)	General Reading Room	R	R
(iv)	Periodicals Reading Room	R	—
(v)	Special Reading Room	R	—
(vi)	Research Cubicle	R	—
(vii)	Group Study Room	R	—
(viii)	Seminar Room	R	—
(ix)	Conference Room	—	—
(x)	Exhibition Room	R	—
(xi)	Librarian's Room	R	—
(xii)	Deputy Librarian's Room	R	—
(xiii)	Technical Staff Room	R	—
(xiv)	Administrative Staff Room	R	—
(xv)	Committee Room	R	—
(xvi)	Display Room	R	—
(xvii)	Night Watchman's Room	R	—
(xviii)	Microfilm Reading Room	R	—
(xix)	Document Reproduction Room	R	—
(xx)	Audio Visual Room	—	—
(xxi)	Store Room	R	R

* University Central Library

** University/College Departmental Library

3. Stack Room

3.1. Dimension of Stack Room should be as follows:-

- (a) *Clear Length* in metres — $1.80n + 3.10$
 where-n is the number of rows of book racks*

* Each Unit rack 2 m long may be assumed to house 700 to 750 volumes and one sq. m. of stack room area may be assumed to house 150 volumes.

Note 1—The centre to centre distance between consecutive racks is 1.80 m. (on the basis of 0.45 m of rack depth plus 1.35 m of cross gangway plus 0.225 m of half rack depth)

Note 2—The distance from an end wall of the stack room to the centre of the nearest row of rack is 1.55 m (on the basis of 1.325 m of the end cross gangway plus 0.225 m of half rack depth)

(b) *Clear Width*

- (i) 3 m (on the basis of one rack 2 m long plus one longitudinal gangway of 1 m) close to a longitudinal wall,
- (ii) 5 m (on the basis of 2 racks each 2 m long plus longitudinal gangway of 1 m) close to a longitudinal wall,
- (iii) 8 m (on the basis of 3 racks each 2 m long plus two longitudinal gangways of 1 m each) close to each of the longitudinal walls, and
- (iv) 10 m (on the basis of 4 racks each 2 m long plus two longitudinal gangways of 1 m each) close to each of the longitudinal walls. (***)

(c) *Clear Height* — Floor to ceiling, 2.40 m.

Note (1) The height on the rack is 2.20 m and allowance for day guides is 0.20 m.

(2) The stack room should be combined with necessary devices for effective ventilation.

3.2. Stack room should be so oriented as to avoid direct sun.

4. *Windows*

4.1. Stack Room — Windows in the side walls of the Stack room should be opposite each cross gangway.

4.2. Each window should be provided with glass shutters and protected with wire fabric having its aperture sufficiently small to prevent squirrels, rats, etc. from getting in. In its fully open position the glass shutter should not project into the gangway.

4.3. Other Rooms — All windows and ventilators in the rooms accessible from outside should be provided with wire fabric to prevent books, pamphlets, etc. being passed out through them.

5. *Sizes of Rooms.*

5.1. *Reading Room* — The average area per reader in the reading room should be 2.33 m minimum. An illustrative layout of the reading room is shown in Fig. 1.

Note — The size of the reading table as shown in Fig. 1 is 2.4×0.6 m. The centre to centre distance between two consecutive rows of reading room tables is 1.8 m with seating arrangement on one side of the table only.

(***) NOTE: Three metre and five metre widths are generally only in case of stack spaces, as the stack room and the Reading Room may be combined into a single room in such cases.

5.2. Sizes of other rooms shall normally be as follows :

<i>For use of</i>	<i>Area (Square Metre)</i>
(a) Librarian and deputy librarian	30
(b) Classifier, Cataloguer, accession	9 per person
(c) Librarian and maintenance librarian	
(c) Secretary to the librarian	9
(d) Visitor's room	15
(e) Administrative and professional staff not at service points and other than those mentioned in (b)	5 per person
(f) Group discussion room	2 per person
(g) Conference room	2 per person
(h) Seminar room	2 per person
(i) Committee room	2 per person
(j) Cubicles	7 per person

6. *Libraries* of all types are expanding at an enormous rate. Increase in demand for documents, official policy and increase in literacy make this process inevitable. Since the development of new libraries takes several years the stock to be accommodated on the opening day, therefore, will be larger than was estimated when planning started. Therefore, it is absolutely essential to estimate the areas of the library at a given future date and relate the requirements to that date.

7. *Circulation*

7.1 Each floor of the library, buildings shall be at one single level to facilitate the movement of book trolley from one part to another. Thresholds shall not be provided anywhere inside the building.

7.1.1 The movement of the book trolley from one tier to another, where there are three or more tiers in the stack room, should be through electric lifts provided within the stack room with landing at every tier of the stack room and at other connected adjacement rooms. In the large libraries where quick mechanical carriage of books and related materials are required, special arrangements, such as pneumatic tubes and belt conveyors may become necessary. This may require to be considered at the initial stages and designing of the library and its building.

7.1.2 The rooms shall be arranged in such a way that the staff other than those surviving the reading room shall not have to pass through the reading room disturbing the readers.

8. *Relative positions of Rooms*

- 8.1 The stack room should be so placed that it is easily accessible from and proximate to every part of the library.
- 8.2 The catalogue room should be like an ante-room to the stack room on the way from the general reading room to the stack room.
- 8.3 The general reading room should be close to the entrance.
- 8.4 Periodicals room may be further removed from the general reading room. But independent access — it shall be possible when the other rooms in the library are closed.
- 8.5 Special reading rooms may be still further removed from the general reading room.
- 8.6 The librarian or the deputy librarian should have his room in close proximity to the general reading room.
- 8.7 The rooms of the technical and administrative staff should be placed in close proximity to the rooms of the librarian and the deputy librarian.
- 8.8 The technical staff shall have independent access to the stack and catalogue areas.
- 8.9 The cubicles, the rooms for group study, the committee room etc. may be in a separate wing or a separate floor.
- 8.10 The exhibition room may be combined with the entrance lobby or placed as close to it as possible.
9. The furniture and fittings for library shall be as per IS : 1829 (Part I and II) and IS : Library furniture and fittings : Part I Timber (First Revision) and Part II Steel IS: 3663-1981. Dimensions for rigid couplings. Tables and Chairs for general office purpose.
10. Recruitment for fitment for drainage and sanitation for library building shall be as per the table enclosed.

**Indian Standard Code of Basic requirement for Water Supply Drainage
and Sanitation (Third Revision)**

ART GALLERIES, LIBRARIES & MUSEUMS

<i>S.No.</i>	<i>Fitments</i>	<i>For male public</i>	<i>For female public</i>	<i>For male staff</i>	<i>For female Staff</i>
1.	2.	3.	4.	5.	6.
1.	Water-closets	1 per 200 persons upto 400 persons; & for over 400 persons, add at the rate of 1 per 250 persons or part thereof	1 per 100 persons upto 200 persons and for over 200 persons, add at the rate of 1 per 150 persons or part thereof	1 for 1 to 15 persons 2 for 16 to 35 persons	1 for 1 to 12 persons 3 for 13 to 25 persons
2.	Ablution taps	1 in each water-closet	1 in each water-closet 1 water-tap with draining arrangements shall be provided for every 50 persons or part thereof in the vicinity of water-closets and urinals.	1 in each water-closet	1 in each water-closet
3.	Urinals	per 50 persons	_____	Nil upto 6 persons 1 for 7 to 20 persons 2 for 21 to 45 persons	_____
4.	Wash Basins	for every 200 persons or part thereof; and for over 400 persons add at the rate of 1 per 250 persons or part thereof	1 for every 200 persons or part thereof; and for over 200 persons add at the rate of 1 per 150 persons or part thereof	1 for 1 to 15 persons 2 for 16 to 35 persons	1 for 1 to 12 persons 2 for 13 to 25 persons
5.	Cleaner's Sinks	_____	1 per floor,	Min _____	_____
6.	Drinking water fountain	_____	1 per 100 or part thereof	_____	_____



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