

Norms and Conditions for Institutes seeking affiliation to Under-Graduate Course

Management/Computer Courses (DBM, MPM, MCM, DCA etc.) (All except MBA/MCA) :

1. **Division** : One division means maximum 60 students.
2. **Infrastructure Facilities** : At least two classroom and one Hall with audio-visual facilities such as LCD, Internet and Computer facilities. There should be facility available for conducting Presentations, Group Discussions, Interviews, and Tutorials etc. Similarly, there shall be a room for Director and non-teaching office each.
3. **Library facilities** :
 - a) Initially, the institute should have reference books, at the rate of atleast 10 titles/student and periodicals and journals mentioned in the syllabus worth Rs. 20,000.
 - b) The institute should regularly subscribe to at least 10 periodicals/journals National/International repute, related to the course.
 - c) Every year additional books, atleast 200 titles worth Rs. 20,000/- or 5 % of the fees collected in the previous year, whichever is higher, should be purchased.
4. **Teaching staff** :
 - a) The institute should appoint at least 50 % approved, permanent staff and not more than 50 % Contributory/CHB/Visiting Faculty and shall endeavor to get total staff approved within a period of three to five years from the date of this circular.
 - b) The salary of approved teaching staff should be as per the norms of the State Government.
 - c) Remuneration of CHB/Visiting staff will be Rs. 8,000/- per course per semester/term. It may change in future as per direction of the University.
5. **Computer Lab** :

Computer Laboratory with sufficient number of computers, accessory, softwares, Internal facility, student's computer ratio should be 5 :1 for courses other than MBM(Computer). For MBM(Computer) there shall be a computer per 3 students enrolled.

General :

- a) The institute should maintain financial records for these courses at Under-graduate and Post-graduate level.

- b) The allotment of the seats and differential fee structure for other University Quota/Industrial/NRI/Sponsored Quota/Foreign students/Management Quota etc. shall be as per the directives issued by the University from time to time.
- c) The institute should have sufficient non-teaching staff.

Post-graduate courses :

Management

1. Library :

- a) Initially there should be at least 500 books and 100 titles, relevant to the course.
- b) The institute should regularly subscribe to at least 10 periodicals/journals of National/International repute, related to the course.
- c) Every year, there should be addition of books worth 5% of the fees, collected in the previous year.

2. Teaching staff :

- a) The institute should appoint at least 50 % approved, permanent staff and not more than 50 % Contributory/CHB/Visiting Faculty and shall endeavor to get total staff approved within a period of three to five years from the date of this circular.
- b) The salary of approved teaching staff should be as per the norms of the State Government.
- c) Remuneration of CHB/Visiting staff will be Rs. 8,000/- per course per semester/term. It may change in future as per direction of the University.

3. Infrastructure Facilities : At least two classroom and one Hall with audio-visual facilities such as LCD, Internet and Computer facilities. There should be facility available for conducting Presentations, Group Discussions, Interviews, and Tutorials etc. Similarly, there shall be a room for Director and non-teaching office each.

4. Division : One division means maximum 60 students.

5. General :

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- b) The salary of approved teaching staff should be as per the norms of the State Government.
- c) Remuneration of CHB/Visiting staff will be Rs. 8,000/- per course per semester/term. It may change in future as per direction of the University.

Computer :

1. Library :

- a) Initially there should be at least 500 books and 100 titles, relevant to the course.
- b) The institute should regularly subscribe to at least 10 periodicals/journals of National/International repute, related to the course.
- c) Every year, there should be addition of books worth 5% of the fees, collected in the previous year.

2. Teaching staff :

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4. Division : One division means maximum 60 students.

5. Computer Labs : The institute should have sufficient infrastructure considering the course requirement. Student computer ratio should be 1 : 3, Latest technology and licensed softwares. As per course requirement, should be available.

General :

- a) The institute should appoint at least 50 % approved, permanent staff and not more than 50 % Contributory/CHB/Visiting Faculty and shall endeavor to get total staff approved within a period of three to five years from the date of this circular.
- b) The salary of approved teaching staff should be as per the norms of the State Government.
- c) Remuneration of CHB/Visiting staff will be Rs. 8,000/- per course per semester/term. It may change in future as per direction of the University. Librarian and Computer Lab-in-charge of Laboratory should be appointed.
