



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY, MURTHAL,
SONEPAT, HARYANA-131039**

**NORMS & STANDARDS FOR PROVISIONAL AFFILIATION
INCREASE IN INTAKE / NEW / ADDITIONAL PG PROGRAMME IN MBA (2 Years)**

1.	Name of the Society / Trust			
2.	Name & Address of the Proposed / Existing Institute (tick one)			
3.	Office Bearers of the Society present at the time of Inspection:			
4.	Proposed institute will operate in own / rented building:			
5.	Courses already run by the Institute:			
6.	Name of the Programme(s) / additional discipline(s) / intake increase (tick one / more) to be started			
	INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY
	Intake of 60 Students, i.e., Class of 60 students forms one division or Group, -G'			
7.	Approval from AICTE No. _____ Dated: _____			
8.	Affiliation Fee	(a) Rs 2.5 lacs for new MBA Programme. (b) Rs. 2.5 lacs for addition of discipline		
9.	Availability of Land (in Acres)	Rural Other than rural 1.00 0.50		
10.	Date of submission of application for starting a new college.	Upto the end of February of the concerned year (late fees shall be charged as prescribed by the University).		
11.	Date of submission of application for starting (a) New Programme(s) (b) Additional discipline(s) / branch(es) (c) Additional intake	-do-		
12.	Date of 1 st Inspection for 1 st year of the course	10-30 days prior to participation in counseling/ admission process		
13.	Infrastructure to be made available by the Institute / college at the time of 1 st inspection for 1 st year of the course	60% of the norms laid down by the Univ.		
14.	Date of 2 nd inspection for 1st year of the course (for a particular year of the course, 2 nd inspection may not be warranted if infrastructure / norms are 100% complete as and when 1st inspection is carried out for the particular year of the course).	Within 3 months from 1st inspection of 1st year of the course		
15.	Infrastructure to be made available by the Institute at the time of 2 nd inspection for 1st year of the course	100% of the norms laid down by the Univ. Deficiency beyond 20% in case of essential items would not be accepted for affiliation		
16.	Date of 1st inspection for 2 nd year of the course	10-30 days prior to start of 2 nd year of the course		
17.	Infrastructure to be made available by the college at the time of 1st inspection for 2 nd year of the course	80% of the norms laid down by the University		
18.	Date of 2 nd Inspection for 2 nd year of the course	Within 3 months from 1st inspection of 2 nd year of the course		

Certified by the Director/Principal

	INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY
19.	Infrastructure to be made available by the College at the time of 2 nd inspection for the 2 nd year of the course	100% of the norms laid down by the Univ. Deficiency beyond 20% in case of essential items would not be accepted for affiliation		
20.	Date of Annual Inspection after 2 years completion of MBA Programme	10-30 days prior to start of each Academic year		
BUILDINGS				
Administrative (Common for all Branches)				
21.	Director/Principal's Office	1 (Furnished)		
22.	Secretariate Office	1 (Furnished)		
23.	Administrative Officer's Office	1 (Furnished)		
24.	Placement Office	1 (Furnished)		
25.	Reception Room	1 (Furnished)		
26.	Store	1 (Furnished)		
27.	Strong Room	1 (Furnished)		
28.	Civic Facilities like Potable water, electricity, ventilation, toilets, sewerage, all-weather road, etc., in conformity with norms of PWD	Toilet: 1 each for staff & 2 each for students on each floor Potable water on each floor. Others as per norms.		
29.	Parking Place	As per requirement		
Academic				
1st Year				
30.	Class rooms (66 sqm.)	C = G		
31.	Tutorial rooms / PG class rooms (33 sqm.)	G (G = no. of divisions of PG class; 60 students = 1 division)		
32.	Computer centre (150 sqm.)	1		
33.	Library & Reading room (100 sqm.) (Additional Library & Reading room area of 50 sqm. per 60 students (UG+PG) beyond total 420 intake)	1		
34.	Conference / Seminar Halls (132 sqm.)	1 per PG specialization		
35.	Faculty rooms	4G		
36.	Visiting faculty rooms	1		
37.	Dept. Office	1 (Furnished)		
38.	Cabin for Head of Dept.	1 (Furnished)		
2nd Year				
39.	Class rooms (66 sqm.)	G (total 2G)		
40.	Tutorial rooms / PG class rooms (33 sqm.)	G (total 2G)		
41.	Faculty rooms	4G (total 8G)		
Others				
42.	Students Centre or Separate Common Room for Boys & Girls	1		
43.	Canteen	1		
44.	Medical Room	1		
45.	Play Grounds	Indoor gymnasium / court and Outdoor playground		
46.	Hostel with Kitchen & Dining Hall	For minimum 10% of Boys and 20% of girls enrolled		
47.	1st year Students Hostel	Not more than 3 seater rooms		
48.	2 nd Year Students Hostel	Not more than 2 seater rooms		
49.	Warden Office	1 for each hostel		
50.	Guest Rooms	1 for each hostel		
ADMINISTRATIVE STAFF				
51.	Director / Principal	1		
52.	Training & Placement Officer (common for all Programmes)	1		
53.	Administrative Officer	1		
54.	Assistant	1		
55.	Clerk / Typist / DEO	1		
56.	Store Keeper	1		
57.	Peon	2		
58.	Security Man	2		
59.	Sweepers	2		
LIBRARY STAFF				

	INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY
60.	Librarian / Assistant Librarian	1		
61.	Library Attendant	1		
62.	Peon	1		
	COMPUTER LAB STAFF			
63.	Programmer Assistant / Sr. Technical Assistant	1		
64.	Lab Attendant	1		
	TEACHING FACULTY			
65.	Nature of appointment	Permanent / Regular		
66.	No. of Faculty Members Year wise (attach list with Qualification (s), Specialization (s), Experience, DOB, Photograph, etc.)	As per AICTE norms (Pl. see below Sr. nos. 72 to 77)		
67.	Qualifications	As per AICTE norms		
68.	Selection Committee	Should include a faculty member of Professor rank in the Univ. in the related discipline (without such expert from the Univ., appointment of selected teachers shall not be approved by the Univ.)		
69.	Grades of pay	As announced by UGC / AICTE and implemented by the Govt. / Univ.		
70.	Mode of payment	By cheque		
71.	Faculty : Student ratio Cadre Ratio (P : Assoc. Prof. : Astd. Prof.)	1 : 15 1 : 2 : 6		
	1st Year			
72.	Professor	G per PG specialization		
73.	Associate Professor	G per PG specialization		
74.	Asstd. Professor	2G per PG specialization		
	2nd Year			
75.	Associate Professor	G (total 2G) per PG specialization		
76.	Asstd. Professor	3G (total 5G) per PG specialization		
77.	Visiting Faculty	As per requirement		
	BOOKS, PERIODICALS & JOURNALS			
78.	Books (Titles)	100 (50+50 in each year) per PG specialization		
79.	Books (Volume)	300 G per PG specialization		
80.	National & International Journals	12G per PG specialization		
81.	Newspapers, Magazines, etc.	As per requirements		
82.	Initial investment on Books & Journals	Rs. 2 Lacs		
83.	Percentage of Fee that must be spent for addition of Books, Journals, etc. every year	10%		
	GENERAL REQUIREMENTS			
84.	Xerox Machine	1 for Library & 1 otherwise		
85.	Computing & Internet facilities for Library, Administrative Officers & Faculty	Exclusive computing facilities with LAN & Internet over & above the requirement meant for students		
86.	LCD / Multi-media Projectors	2 (1 each for 1 st & 2 nd yr.)		
87.	Computers (No. of PCs : students ratio)	1 : 2		
88.	Printers (% of total no. of computers)	10%		
89.	Women cell constituted as per Hon'ble Supreme court guidelines to address harassment issues of female staff & students	Reqd.		
90.	Anti-ragging committee & Anti-ragging squad constituted as per Hon'ble Supreme Court & AICTE Guidelines	Reqd.		
91.	Anti-ragging related phone nos., slogans & other publicity material duly displayed at prominent places in the institute	Reqd.		
	EQUIPMENTS (No. of experimental set-ups be so arranged that max. 4 students shall work on one set) : Equipments List continues (attached) Programme & discipline wise.			



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APPARATUS / SOFTWARES FOR (MBA) (2 YEARS)

	INFRASTRUCTURE	REQUIRED	AVAILABLE	DEFICIENCY
S. No.	Name of Equipments / Softwares	Quantity		
1st Year Labs: Computer Applications in Management,				
Name of the Lab: MBA-111 Computer Applications in Management				
1.	Computer Systems (with following S.No. 2, 3 &4) available	30		
2.	LAN			
3.	Internet connection			
4.	MS Office			
Name of the Lab: MBA-118 Computer Networks and Internet				
1.	Computer Systems (with following S.No. 2 & 3) available	30		
2.	LAN			
3.	Internet connection			

* The requirements are for a batch of 60 students with 2:1 student to computer ratio.

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