ACHARYA NAGARJUNA UNIVERSITY:: NAGARJUNANAGAR
GUNTUR, ANDHRA PRADESH (INDIA)

Notification for inviting applications for starting of MBA Course

The University is inviting applications in the prescribed proforma for starting and renewal of MBA Course for the academic year 2014-15 in the colleges offering B.A., /B.Com., B.Sc., programs and also Engineering Colleges of ANU area

The details are available in the University Website: www.anu.ac.in.

Last date for submission of the Application: 10.05.2014.

REGISTRAR

ACHARYA NAGARJUNA UNIVERSITY:: NAGARJUNANAGAR – 522 510

Format of Application <u>for starting / renewal of M.B.A program</u> in the existing colleges offering B.A./B.Com./B.Sc., programs and also Engineering Colleges of ANU area for the academic year 2014-15.

1. Name and Address of the Institution :

2. Email ID :

3. Website :

4. Year of establishing of the College :

5. Which of the following courses offering by the college :

   - U G Courses (B.A./ B.Com./ B.Sc., etc) (Co-Ed/Women)   …. Yes / No
   - Engg. &Tech. (Co-Ed/Women)   … Yes / No

6. Is the college accredited by NAAC :   Yes / No

   If Yes
   - Grade given by NAAC :
   - Year of Accreditation by NAAC :
   - Period of validity :

7. Is the institute belonging to any of the following categories   : (Tick any of the following)

   - A Society registered under the societies registration act, 1860 through the Chairman or secretary of society or
   - A trust registered under the Charitable trusts act, 1950 or any other relevant act(s) through the Chairman or secretary of the trust
   - Central or State Government or by a society or a trust registered by them.

8. Name of the Educational Society / Trust / Company   :

9. Status :   Minority / Non-Minority

10. Number and names of the College(s) run by the Society: Yes/No
    If yes, give details

11. Number and names of the College(s) run by the society in the same premises:
    (If more than one college, give details)

12. Name of University to which the College(s) is/are affiliated:
    (for existing Colleges only)

13. Whether the same premises is used to run the colleges / courses
    affiliated to different Universities :   Yes / No

14. If yes give the details   :

15. Minutes of the Management / Educational society
about the allocation of land to the Institute   :   Available   /   Not available
(Enclose the photocopy of the same)

16(i) Courses with specialization for which Temporary affiliation are sought:

S. No.	Name of the Degree*	Specialization **	4th Year	3rd Year	2nd Year	1st Year	Whether NBA** Accredited. If so, mention validity period
1							
2							
3							
4							
Total Intake year wise							
Total Existing Intake		SSUG=		SSPG=		SSUG+SSPG=	

UG ➜ B.A., B.Com., B.Sc., B.B.A., B.C.A., B.Tech

 PG ➜ M.A., M.Com., M.Sc., M.C.A., M.Tech

SSUG ➜ Total approved UG intake for all years put together;

SSPG ➜ Total approved PG intake for all years put together

* Name of the Degree: B.A., B.Com., B.Sc., B.B.A., B.C.A., B.Tech, M.A., M.Com., M.Sc., M.C.A., M.Tech, etc.

17. Is the institute included under Section 2 (f) of UGC act   :

18. Is the institute receiving the grants from UGC under Section 12 (B) of UGC act   :

ESSENTIAL REQUIREMENTS:

A. Land:

i) Land Area: ....acres ☐ Contiguous   ☐ Two or three pieces   ☐if any (mention the details)

Land required	Land Available	Deficiency

ii) Land Registration: ☐ Registered Sale Deed   ☐ Registered Gift Deed   ☐ Govt. Lease

   Date of Registration:

iii) Land Use certificate: Issued by .... on dated .... for............................ purpose.

iv) Land Conversion Certificate: Issued by ....on dated ....for..................purpose.

 v) Survey Nos. of the Land and location of Land as per the registered documents:

vi) Self declaration (Notarized) issued by the Management / Principal, whether all buildings / roads are

   within the land procured by the society for the Institutions in the prescribed format   :

   Yes / No   (self declaration issued by the Management / Principal to be enclosed)

vii) Encumbrance certificate issued by the competent authority as on the date of inspection / within one

   week prior to the inspection :   To be submitted by the Management   Yes /No. (if yes, enclose the

   same)

viii)   Building Plan in the name of the proposed institution prepared by Architect and Approved by

   Competent authority:

   Issued by... on dated.......................................

ix)   Whether the said land is demarcated by Compound wall/fencing for the institution: ☐ Yes ☐ No

x) All weather Approach Road Available: Concrete Rd / Black Top Rd / WBM Rd / Earthen Rd

xi) Power & Water supply: ☐ Adequate   ☐ Not Adequate

xii) Drinking Water Availability: Municipal water/ bore well water   (pl. tick).

   If bore well water is water being purified by demineralization plant: ☐ Yes   ☐ No.

   If no, other arrangement: ☐ Bottled water ☐ others

B. Built Up Area (Sq.m): **(as per the UGC Norms)**

i) Administrative Area in Sq m

	No. of rooms required	No. of rooms available	Deficiency	Area required (in Sq m)	Area available	Deficiency
Principal Room	1					
Board room	1					
Office all inclusive	1					
Department offices	1 / Dept					
Cabins for Heads of the Departments	1 / Dept.					
Faculty rooms	1st year student intake / 15 One per teaching faculty					
Central stores	1					
Maintenance	1					
Security	1					
Examinations control office	1					
Placement office	1					

(ii) Amenities Area (Carpet area) in Sq.m

	No. of rooms required	No. of rooms available	Deficiency	Area required (in Sq m) ** / $	Area available	Deficiency
Toilets (Men & Women)	Adequate			350 /150		
Boys common room	1			100 / 75		
Girls common room	1			100 /75		
Cafeteria	1			150 /150		
Stationary Store	1			10 /10		
First aid cum sick room	1			10 /10		
Guest house	Desired			30 /30		
Sports club / Gymnasium	Desired			200 /100		
Auditorium / Amphi theatre	Desired			400 /250		
Boys Hostel	Desired			Adequate		
Girls Hostel	Desired			Adequate		

(**) Estimated total area for Technical College having more than one program
 ($) Estimated total area for Technical College having one program

iii) Instructional Area: **(Refer the UGC norms to finalize the required carpet area and number of rooms)**

Engineering / Technology

Instructional Area	Carpet Area in Sq m per room			Total number of rooms		
	Required	Available	Deficiency	Required	Available	Deficiency

M.C.A., Course

Instructional Area	Carpet Area in Sq m per room			Total number of rooms		
	Required	Available	Deficiency	Required	Available	Deficiency

B.A., B.Com.,., B.Sc., B.B.A., B.C.A., M.A., M.Com., M.Sc., Courses

Instructional Area	Carpet Area in Sq m per room			Total number of rooms		
	Required	Available	Deficiency	Required	Available	Deficiency

iv) Circulation Area   :

25% of the total instructional, Administrative and Amenities area is desired covering common walk ways, staircases, entrance lobby

Total area of Administrative, Amenities area   :

25% of the total as Circulation Area   :   Available / Not available

6

C. Books, Journals, Library facilities, Computers, Printers, Software, Internet, and
   Laboratory equipments for Technical Education (Calculate the Required facilities as per UGC norms)

(i) Computers, Printers, Software and Internet

	Engineering./ Tech. (UG)			Engineering / Tech. (PG)			B.A., B.Com.,., B.Sc., B.B.A., B.C.A., M.A., M.Com., M.Sc.,			M.C.A.		
	Required	Available	Deficiency	Required	Available	Deficiency	Required	Available	Deficiency	Required	Available	Deficiency
Number of PCs to student ratio 1 : 20												
Legal system software												
Legal application software												
LAN & Internet												
Mail server and Client												
Internet Mbps / Intake of 240 students with Bandwidth contention of 1:1												
Printers including colour printer (% of total number of PCs)												

(ii) Other Observations   :

(a)   Utilization of Open source software   :   Encouraged / Not encouraged

(b)   Wi Fi facility   :   Available / Not Available

(c)   Computer and other peripherals are of recent hardware: Yes / No

(d)   Library

(iii) Laboratory equipments and Experiments :

Department	Laboratories	Equipment

(iv) Books, Journals and Library facilities (Calculate the Required facilities as per UGC norms)

	Engg / Tech (UG)			Engg / Tech (PG)			B.A., B.Com.,., B.Sc., B.B.A., B.C.A., M.A., M.Com., M.Sc.,			M.C.A.		
	Required	Available	Deficiency	Required	Available	Deficiency	Required	Available	Deficiency	Required	Available	Deficiency
Total No. of divisions												
Titles												
Volumes												
National Journals												
International Journals												
E- Journals												
Reading room seating												
Multimedia PCs for Digital library / internet surfing in reading room												

F. FACULTY:

i) Principal Name   :

Director's Name (in case of Integrated Campus)**:**

Date of Birth   :   Age: _____ yrs. _____ months   (age $\leq$ 65 yrs. Engg. Ph.Ds)

Qualifications: Ph.D in Engg. / Ph.D in Sciences / Ph.D in Mgmt / Ph.D in Maths / Non-Ph.D   (Pl. tick)

Date of appointment in the present institution:

Principal appointment University Ratified   : Yes [ ]   No [ ]

ii) Teaching Faculty Position Department-wise:

Sl. No.	Department	Courses being offered by the Department (with AICTE/ ANU sanctioned intake)		No. of Faculty members available in the Dept. on full time basis Prof + Assoc Prof + Asst Prof	Total
1				+ +	
2				+ +	
3				+ +	
4				+ +	
5				+ +	
6				+ +	
7				+ +	
8				+ +	
9				+ +	
10				+ +	

Faculty Student Ratio   :

Norms: Actual   Deficiency

Engg /(UG) =1:15   _____   _____
Engg/ (PG) =1:12   _____   _____
Degree UG/PG   ----------------   -------------------

 The cadre ratio should be 1: 2: 6 (Professor / Associate Professor / Assistant Professor)

*   Faculty to be considered as full time are those who are qualified as per AICTE requirements

** Faculty/ student ratio of a dept. shall not be less than 1: 20 for 2nd, 3rd and 4th years of B.Tech programmes, whereas for four years of B.Tech, the overall ratio should be 1: 15.

For PG Courses:

   At least two batches of students must have passed out in the relevant discipline with all ANU norms and standards being fulfilled.

   One professor with Ph.D. in concerned discipline and two Associate/Asst Professors with minimum M.Tech qualifications are necessary, exclusive of UG load.

iii) Total Staff Position of the College/Institution

Total No. of Teaching Faculty	Total No. Supporting Staff*

* Faculty to supporting staff (Programmers/Lab Assistants/Technicians) ratio should be 1:1.25

iv) Appointment / Ratification of Faculty through University Selection Committee.

No. of faculty ratified by University: ___ out of total _____ = _____ %

G. Examination Branch Facility: (Norms)

Computers   (Three P4 Configuration and above)   :

High Speed Copier Machines   (One)   :

Fax and Phones   (One and One)   :

Printers (at least one laser printer) (Two)   :

Internet Bandwidth   (1 Mbps)   :

(Exclusive of Computer lab connectivity)

Confidential room for question paper preparation   :   ☐ Yes   ☐ No

The examination branch should be located adjacent to the Principal's room.

Other Essential Requirements:

1) Language Laboratory
The Language Laboratory is used for language tutorials. These are attended by students who voluntarily opt for Remedial English classes. Lessons and exercises are recorded on a weekly basis so that the students are exposed to a variety of listening and speaking drills. This especially benefits students who are deficient in English and also aims at confidence-building for interviews and competitive examinations. The Language Laboratory sessions also include word games, quizzes, extemporary speaking, debates, skits etc. These sessions are complemented by online learning sessions which take place in the Multi-Purpose Computer Lab. This Lab shall have 25 Computers for every 1000 students.

2) Potable Drinking water facility (minimum 600 ltrs/day):

3) Electric Supply

4) Sewage disposal

5) Telephone and FAX

6) Vehicle Parking

7) Institute Website

8) Barrier Free Built Environment for disabled and elderly persons including availability of specially designed toilets for ladies and gents separately. Refer guidelines and space standards for Barrier Free Built environment for disabled and elderly persons by CPWD, Ministry of Urban Affairs & Employment, India.

9) Safety provisions including fire and other calamities

10) General Insurance provided for assets against fire, burglary and other calamities

11) All weather approach road

12) General Notice Board and Departmental Notice Boards

13) First aid, Medical and Counseling Facilities

14) Enterprise Resource Planning (ERP) Software for Student-Institution-Parent interaction

Desirable Requirements:

1. Backup Electric Supply

2. Transport Facility (for staff and Students): _____ buses for staff, ____ buses for students

3. Auditorium 1000 capacity :

4. Professional chapters such as IEEE, ISTE, etc:

5. Boys/Girls hostel facility:

6. Faculty/Staff Quarters:

7. Bank/Post Office/Stores/ Photocopy machine/Public Telephone:

    Y/N / Y/N / Y/N /   Y/N   /   Y/N

8.   Placement and Training Cell:

9. Industry – Institute Interaction Cell and MOU with Industry/ R&D Units:

10. Entrepreneurship Development Cell (EDC) :

11. NSS/ NCC/ YOGA Club: If Yes give the details of NSS Officer

12. Medical & First Aid Facility:

13. Public announcement System

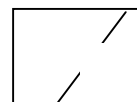**ACADEMIC PERFORMANCE: Documentary Proof is Mandatory**

	POINTS ALLOTED	POINTS OBTAINED

1. (a). Overall Pass Percentages in First Year   _____ %   (05)

   (b). Overall Pass Percentage in 2nd Year   _____ %   (05)

   (c). Overall Pass Percentage in 3rd Year   _____ %   (05)

   <20% / 21-40% / 41-60% / 61-80% / > 80%
     1   2   3   4   5

2.   Overall Pass Percentage in Final Year   _____ %   (05)
   < 50 % / 51-60 % / 61-70 % / 71-80 % / > 80%
     1   2   3   4   5
   (Data to be verified with Controller of Examination, ANU)

3. No. of students placed on/off campus: (for the past three years)   (05)
   <3% / 3-5% / 5-7% / 7-10% / >10%
     1   2   3   4   5

4. No. of seminars/conferences organized by Institution in the past academic year: (05)
   Each seminar/conference conducted carries one point subject
   to a maximum of 5 points (in the past academic year)

5. No. of Teachers deputed for faculty development programmes
   in the past academic year:
   a)   -for Short-Term Programmes (1 pts)   (05)
   b)   -for M.Tech. (1 pts per M.Tech registration)

-for Ph.D.   (1 pts per Ph.D. registration)

6. No. of International/National Journal papers published by faculty
   and students of the institute in the past academic year:
   (one pt per paper subject to a maximum of five pts)   (05)

7. No. of International/National conference papers presented by faculty
   and students of the institute in the past academic year: (05)
   (one pt per paper subject to a maximum of five pts)

8. No. of Governing Body meetings held in the past one academic year.   (05)
   (Presence of ANU nominee mandatory)
       NIL (0)   ONE (3)/   TWO or More (5)

   (A copy of the resolution of the meeting to be enclosed)   _____   _____
                                                                (50)

TOTAL MARKS OBTAINED FOR ACADEMIC PERFORMANCE (X) =
  Note: For first, second, and third year colleges points may not add up to 50.

Infrastructure Parameters (Please award points for the following parameters)

                                                                (Total Points: 50)

1. **Built up area (total area in m^2/ Quality/Internal Layout/Design/Circulation Area)**
   No short-fall (5)/ Short-fall by 5% (4)/ Short-fall by 10% (3)/ Short-fall by 15% (2)/ Short-fall > 20% (1) (05)

2. **Instructional area (No. of Classrooms/Area/Furniture/Teaching Aids):**
   No short-fall (5)/ Short-fall by 5% (4)/ Short-fall by 10% (3)/ Short-fall by 15% (2)/ Short-fall > 20% (1) (05)

3. **Laboratories/Workshops (No. of Labs/Workshops, quality of equipment available):**   (05)
   No short-fall (5)/ Short-fall by 5% (4)/ Short-fall by 10% (3)/ Short-fall by 15% (2)/ Short-fall > 20% (1)

4. **Computing Facilities/Internet Facilities (Student computer ratio & licensed software's available):**
   No short-fall (5)/ Short-fall by 5% (4)/ Short-fall by 10% (3)/ Short-fall by 15% (2)/ Short-fall > 20% (1) (05)

5. **Availability of Qualified Principal (Qualifications+ age+ ratified + experience + duration of present tenure):**   (05)

6. **Library (Area/Books/Journals/staff/ Timings):**
   No short-fall (5)/ Short-fall by 5% (4)/ Short-fall by 10% (3)/ Short-fall by 15% (2)/ Short-fall > 20% (1) (05)

7. **Faculty Student Ratio for UG 1:15 (PG 1 : 12) available FSR =**
   No short-fall (5)/ Short-fall by 5% (4)/ Short-fall by 10% (3)/ Short-fall by 15% (2)/ Short-fall > 20% (1)   (05)

8. **Cadre Ratio of Faculty (Prof. : Asso. Prof. : Asst. Prof. :: 1:2:6); (Qualifications & Experience, competency as per the norms):**
   No short-fall (5)/ Short-fall by 5% (4)/ Short-fall by 10% (3)/ Short-fall by 15% (2)/ Short-fall > 20% (1)   (05)

9. **Supporting Staff (Faculty to (Programmers/Lab Assistants/Technicians) is 1: 1.25, Qualifications & Experience, competency):**
   No short-fall (5)/ Short-fall by 5% (4)/ Short-fall by 10% (3)/ Short-fall by 15% (2)/ Short-fall > 20% (1)   (05)

10. **Power Generator/Approach Road/College Ambience/Drinking Water/Toilets:**   Excellent (5)/
    Very Good (4) / Good (3) / Satisfactory (2) /below satisfactory (1)   (05)

TOTAL POINTS OBTAINED FOR INFRASTRUCTURE PARAMETERS (Y) =
    MAX. POINTS (Z = X + Y)

<div style="text-align:right">/50</div>

OVERALL POINTS (Z) = _____ (X) + _____ (Y)   **(Z) =**
    Note: For first, second, and third year colleges points may not add up to 100.

Please answer the following with either YES (Y) or NO (N)

1. Is the institute sharing the premises with other institute   (   )

2. Is the institute sharing the staff with other institute   (   )

3. Is the institute sharing the laboratory space with other institutes   (   )

4. Is the institute sharing the laboratory equipment with other institute   (   )

5. Is the institute running the courses not approved by the university   (   )

6. Is the institute located at the place for which approval of AICTE/
    Government and ANU has been sanctioned?   (   )

7. Are there students studying who are not registered with this institute (   )

Other Information

(A) Response on the Complaints received on the College:
    (Complaints shall be provided by the University, if any)

(B) Any other information

Format for existing M.A., M.Com., M.Sc., M.C.A., sanctioned before A.Y 2014-15.

Sl No.	PG Programme	A:	B:	C:	Comments
1.	Class Room Built Up Area for a batch of 30 students: (Norms: 33 sqm.)				
2.	Seminar Room (132 sqm). One per Dept. offering PG Programmes.				
3.	PG Laboratory Facility Engg : 2 x 66 sqm				
4.	Departmental Library **a**. Area : 50 sqm **b**. Titles : 50; Volumes : 200 50 titles yearly increment. **c**. Journals: 05 Intl + 05 Natl.				
5.	Faculty per Program: One Prof with Ph.D + 2 Asso./ Asst. Prof. with at least Masters Degree (**exclusive of UG load**.)				
6.	Faculty Student Ratio: UG = 1 : 15 PG = 1 : 12				

Processing Fee for starting / renewal of M.B.A., course in the existing Degree and Engineering Colleges be paid in the form of DD in favour of the Registrar, Acharya Nagarjuna University.

	Type of College applied for	Processing Fees* (Rs.)
a	U G Colleges	25,000
b	Engineering & Technical Colleges	50,000

The expenses on account of TA/DA, honorarium and hospitality of experts will be borne by the university out of the funds collected as processing fees.

Corpus Fund: An amount of Rs. 5,00,000 be paid in the name of Secretary & Correspondent and Registrar, Acharya Nagarjuna University.