



GUIDELINES FOR

DEVELOPMENT ASSISTANCE TO STRENGTHEN EXISTING & NEW MANAGEMENT DEPARTMENTS IN THE UNIVERSITY DURING THE TENTH PLAN PERIOD (2002-2007)

1. INTRODUCTION

- i) With an increase in economic activity there is an increase in the demand for trained managerial manpower in all social, economic and public service organizations. Management education plays a crucial role in preparing individuals and organizations to meet this ever-growing demand for managerial manpower. The M.B.A. program currently being offered in the University sector by Management Departments aims to develop a competent cadre of Business Executives, with a national and global outlook and prepares a student for a career in management which emphasizes on analytical, diagnostic, problem-solving, decision making capabilities and helps an individual to assume leadership role in the organization. The programme is relevant for both business and public service and also for non-profit organizations.

- ii) The University Departments of Management have several advantages that most non-university management institutes do not possess. They include academic departments in areas of concern for management studies, a wide reach all over the country, and provide management education at affordable fees. Their major difficulties, however, have been lack of industry – university contacts, near rigidity in rules and regulations that are common to other single discipline academic departments and virtual absence of autonomy – Academic, Administrative and Financial. Consequently, most University departments, even though they have been functioning for over a quarter of a century, have not been able to grow and excel. While it is well known that in U.S.A., U.K., Canada and Australia, the well known Departments/Schools of Management have grown in the university system, unfortunately, most Departments of Business Studies/Management in our university system have not been able to gain that reputation except for few select Universities.

2. OBJECTIVES OF THE SCHEME

- i) To provide financial assistance to University Departments of Management during X Plan for undertaking quality teaching, research, training and consultancy in Management for meeting the ever-growing challenges of globalization of higher education.
- ii) To promote research in Management which is necessary for improving the quality of teaching and training and acquiring new knowledge.

- iii) To encourage faculty participation in Faculty Development Programmes, Professional Conferences, Workshops including faculty deputation in an industry for 3-6 months, with a view to up-dating and enriching their knowledge-base and developing closer professional and industrial contacts.
- iv) To develop teaching material including cases which will help students to relate concepts with practices. The teaching methodology which can be extensively used are case studies, computer business games, problem solving assignments, in-basket exercises, role play and audio-visual aids.
- v) To encourage grant of academic, administrative and financial autonomy to the Management Department by the University in order to enable the Department to undertake, without any internal constraints, high quality teaching, research, training and consultancy.

3. ELIGIBILITY CONDITIONS

All the University/Deemed University/Management Departments/Schools/Institutions and affiliated Institutes offering M.B.A. programme are notified under section 2(f) and 12 B of the UGC Act, 1956 are eligible to apply for financial assistance under the scheme. Existing Departments must already have a minimum faculty strength of 7 members – full-time and permanent – 1 Professor, 2 Readers and 4 lecturers for an intake of 60 students. Assistance will not be available for self-financing course.

4. NATURE OF ASSISTANCE AVAILABLE IN THE SCHEME

A. First Time Assistance

Those Departments/Institutes which have not availed of any financial support from University Grants Commission in the past for MBA Programme will be eligible for financial support details one as follows:

Non-Recurring	Rupees in Lakhs
Equipment (It includes Computers, Laptop Computers, Audiovisual equipments, Multi-Media Projector, Reprographic facilities, Networking and Internet connections, Fax, Software: under this Department can also hire equipments.)	Rs.12.00
Books and Journals (including Technical Reports, Corporate Reports, Business Books & Journals and Magazines for Teaching & Research, Case Studies etc.)	Rs.06.00
Building & Infrastructure (Building only)	Rs.15.00
TOTAL	Rs.33.00

Recurring	Rupees in Lakhs
Teaching Post (Teaching post will be recommended only in exceptional cases based on the merit)	Professor – 1 ACTUALS
Teaching Innovations @ Rs.1.00 lakhs p.a. (Preparation of teaching material)	Rs.05.00
Faculty Development Programme @ Rs.0.40 lakhs p.a.	Rs.02.00
Visiting Faculty @ Rs.0.80 lakhs p.a.	Rs.04.00
Field Work, Research/Cases @ Rs.0.40 lakhs p.a.	Rs.02.00
Contingency/Working Expenses @ Rs.1.20 lakhs p.a.	Rs.06.00
University-industry interaction @ Rs.0.50 lakhs p.a.	Rs.03.00
TOTAL	Rs.22.00

Total of Non-Recurring and Recurring=Rs.33.00 lakhs + Rs.22.00 Lakhs = **Rs.55.00 lakhs**

Grand Total: (NR + R + ACTUALS OF A PROFESSORIS SALARY)

B. Second Time Assistance

Those departments which have availed of the UGC assistance in the past will be eligible for the following financial assistance:

Non-Recurring	Rupees in Lakhs
Equipment & Maintenance (It includes Computers, Laptop Computers, Audiovisual equipments, multi-media Projector, reprographic facilities, networking and internet connections, Fax, Software : under this Department can also hire equipments.)	Rs.05.00
Books and Journals (Including Technical reports, Corporate reports, Business Magazine, Case Studies Reports etc.)	Rs.03.00
Building (For alteration, extension, renovation only)	Rs.01.00
TOTAL	Rs.09.00 lakhs

Recurring	Rupees in Lakhs
Visiting Faculty @ Rs.20,000/- p.a.	Rs.01.00
Teaching Innovation & Faculty Development Programme/Field Studies /Case Studies & Contingencies @ Rs.1,00,000/- p.a.	Rs.05.00
TOTAL	Rs.06.00

Grand total of Non-Recurring and Recurring = Rs.9.00 lakhs + Rs.6.00 lakhs = **Rs.15.00 lakhs**

5. PROCEDURE FOR APPLYING FOR THE SCHEME

The proposals in the prescribed proforma (Annexure-I) may be sent to the University Grants Commission as and when invited by the Commission.

6. PROCEDURE FOR APPROVAL BY THE UGC

The proposal received from the University will be examined/evaluated with the help of an Expert Committee. The Departments will either be visited by the Expert Committee or they may be asked to make a presentation before the Expert Committee. The final decision will be taken by the Commission keeping in view the recommendations of the Expert Committee and also the availability of funds under the scheme.

7. PROCEDURE FOR RELEASE OF GRANT

The first instalment of the grant which will comprise of 80 per cent of the Non-recurring grant except for building and 100 per cent of first year Recurring grant will be released on receipt of acceptance of terms and conditions from the University/Institution. Subsequent grant will be released on receipt of statement of expenditure, progress of the work done and utilization certificate in the prescribed format (Annexure-II & Annexure-III). The building grant will be released only after the approval of plan and estimates of the building project by the UGC. The assistance will be available during the Xth Plan period i.e. 2002-2003.

8. MONITORING EVALUATION

The programme will be evaluated with the help of the Expert Committee after a period of 2-3 years of the approval of the Commission.

Annexure-1

UNIVERSITY GRANTS COMMISSION

**Scheme of Strengthening of existing/New Management Departments in
Universities/Institutions offering 2 year-full time M.B.A. Programme**

(To be sent in Duplicate in this format through Registrar)

1) Particulars of the University/Institution

- 1.1) Name of the University/Institution
(Name as notified by the UGC under Section 2(f) and 12B of the UGC Act,
1956)

Distt. _____
State _____ Pin Code _____

- 1.2) Year of establishment of the University/Institute _____
Year of establishment of the Management Department
/School/Centre _____

- 1.3) Name of the Head of the Department _____
Tel.No. _____ Fax _____ E.mail _____

- 1.4) Date & Year of starting of MBA Programme.

- 2) Is the University/Institute eligible to receive UGC's assistance under Section 2 f)
and 12B of the UGC Act, 1956

Yes	No
-----	----

If yes, please attach a copy of the notification issued by the UGC in this regard.

3) Teaching Faculty

a. Regular

Name	Designation	Qualification /Area of specialization	Experience	Publication last 5 years		
				International	National	Others

b. Visiting Faculty

Full time							
Part time							

4.) Infrastructure Details.

1. Building
2. Computer Facilities
3. Library :-

- a) No. of Books & Journals (No. of Titles)
- b) Magazine (Business, Database, Audio Visual Material)

5.) Teaching/Research details:-

- (a) Course Structure (Attach curriculum)

(b) Innovative Areas/Courses introduced during the last three years/proposed to be introduced.

(c) Thrust Areas (Please specify)

- (i) Research
- (ii) Training
- (iii) Consultancy

(d) Linkage with Industries/Service Sectors – (give details)

6.) Others.

- i) Fee structure, (give details).
- ii) Admission procedure
- iii) Student intake
- iv) Student Teacher Ratio
- v) Status of student placement, (give details for the last 3 years of Organization & salary package & areas etc.)
- vi) Give the year in which Autonomy :- i)Academic/ ii)Financial/ iii) Administrative has been granted to the Department by the University.
- vii) Faculty participation in Faculty Development Programme/s (give details for the last 3 years)
- viii) Seminar/Conference/Workshop/Training Programme for Industry/Community etc. organized in the last 3 years.
- ix) Consultancy work undertaken by the faculty in the last 3 years.
- x) Projects undertaken by the faculty in the last 3 years.

- xi) Any Chair/s established at the Department in the last 3 years.
- xii) Resource Mobilization of the Department during the last 3 years.
- xiii) Grants if any, received by the Department, if already established during the last 3 years from University Grants Commission under its various schemes. (give details)
- xiv) Grants if any, received from other funding agencies during the last 3 years. (give details)
- xv) Any special contribution of the Department during the last 3 years.
- xvi) Any other information to strengthen the proposal for development assistance.

7.) Whether the Department has been supported by the University Grants Commission for MBA Programme in the past, if yes, give the following details and attach photocopies:-

Date of approval UGC letter No. & Date	Date of Implementation of the programme & Tenure	Grant approved under various items	Grant sanctioned	Grant utilized

CERTIFICATE

It is certified that the information given above is correct and that we have gone through the details of the guidelines regarding objects of the scheme of assistance and eligibility conditions.

Seal & Signature
Registrar/University

Seal & Signature
Head of the Department

ANNEXURE-II

PROGRESS REPORT OF EXPENDITURE

University_____

Sanction letter No. & Date_____

Statement of Actual expenditure during_____

Non-Recurring

S.No. Item(s)	Grant Approved by UGC	Grant released by UGC so far	Actual expenditure as on_____ (date)	Unspent balance	Remarks
1. Equipment					
2. Books & Journals					
3. Building					

Total N.R.

Recurring

S.No. Item(s)	Grant Approved by UGC	Grant released by UGC so far	Actual expenditure as on _____ (date)	Unspent balance	Remarks/ Justifi- cation for unspent balance lying with the University
---------------	-----------------------------	---------------------------------------	--	--------------------	---

RECURRING

1. Teaching Staff
 2. Teaching Innovations
 3. Faculty Development Programme
 4. Visiting Faculty
 5. Field Work including Case materials
 6. Contingency/Working Expenses
 7. University-industry interaction
-

Total : R

Certificate

Certified that the grant has been utilized for the purpose for which it was sanctioned and in accordance with terms and conditions attached to the grant.

If as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature _____
(Finance Officer)

Signature _____
(Registrar)

N.B. : This may not include any amount relating to orders placed for likely to be placed, commitments entered into or amount for specific items likely to be obtained.

UNIVERSITY GRANTS COMMISSION

UTILIZATION CERTIFICATE

Certify that the grant of Rs. _____
(Rupees _____
_____) out of Rs. _____
sanctioned to _____
by the University Grants Commission vide their letter number _____
dated _____ has been utilized for the purpose for which it was sanctioned and in
accordance with the terms & conditions as laid down by the Commission. The
Institute/University has also utilized the amount of Rs. _____ as interest
earned on University Grants Commission grant.

If as a result of check or audit objection, some irregularity is noticed at a later
stage, action will be taken to refund, adjust or regularize the corrected amount.

Signature _____ Signature _____ Signature _____

(Registrar)

(Finance Officer)

(Chartered Accountant/Govt. Auditor)

Seal _____ Seal _____ Seal _____

ANNUAL PERFORMANCE REPORT
(FOR THE YEAR _____)

(To be submitted from the date of implementation of the Programme)

1. Students admitted during the academic :
year

2. Details of the placement of students :
of the previous batch

3. Details of Research Work undertaken :
& publication in the academic year

4. No. of the teachers deputed for FDP :
(Give details) during the academic year

- 5.a.New Methodology adopted in teaching:

- b.Details of the teaching material :
developed during the academic year

6. Brief note on theUniversity-Industry :
interaction during the academic year

Head of the Department

Registrar