

Government permission

PONDICHERRY UNIVERSITY
NORMS FOR AFFILIATION

2006

These norms may be treated as the guidelines for the minimum requirements to be possessed by the College/Institutions for seeking affiliation with Pondicherry University.

COMMON BASIC CRITERIA FOR OBTAINING AFFILIATION

Management

Government or a Society registered under the Societies 'Registration Act 1860 (21 of 1860) or 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.

Should have obtained NOC from the respective State Government

Statutory body approval

- (i) Approval of respective statutory bodies like AICTE, MCI, NCTE should have been obtained.
- (ii) Wherever special status like 'Minorities' etc is claimed approval of the respective statutory body like "Minorities Commission" should have been obtained

Endowment Creation

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. The endowment should be created accordingly.

Own Land

The Society / Trust should own adequate land exclusively for the college. Documentary proof for ownership of lands exclusively earmarked for the college and Legal opinion from the Government pleader on the ownership of land and extent of coverage should be produced .

Financial Stability

Documents showing the financial viability of the college (details of budgeted revenue and expenses statement) should be produced

M.B.A.

Requirements
<u>Land</u>
<u>Essential:</u> Should have a minimum of 2.5 acres of land
<u>Endowment Creation</u>
<u>Essential:</u> 50,00,000/- (50% in Cash & 50% in Property)
<u>Class Room/Lecture room</u>
<u>Essential:</u> <u>Minimum Built up area in (Sq.m.) :</u> a) Instructional Area (Carpet area) - 500 b) Administrative Area (Carpet area) – 100 c) Circulation & other Area – 100 <u>Details of Instructional area (Carpet area) :</u> Class rooms – 1 No. – 70 Sqm. Tutorial room – 1 No. – 40 Sqm. Drawing Hall – 3 Nos. – 50 Sqm Computer Centre – 1 No. – 150 sqm. Library – 1 No. – 100 Sq.m. The institution which is offering post graduate programme in Management must have 2 classroom and four syndicate/tutorial rooms. The carpet areas requirement of the class rooms and syndicate rooms depends upon the number and type of seating arrangement for the students and provisions for a platform, a table and a chair for the teacher.
<u>Library</u>
<u>Essential:</u> Library should have collection of audio/video material in management and related areas. The institute should have minimum 100 number of titles in each subject offered or taught. The minimum of titles should be 1500 (out of the list of books available with AICTE). The institute may subscribe to a minimum of 30 journals out the list available with AICTE. In monetary terms, the institute should initially invest rupees two lacs on books, journals & periodicals. Management institution should have modern teaching aids like LCD projector etc.
<u>Desirable:</u> (a) Digital Library – One Computer + Library Networking + Multimedia Facilities (b) The institution should add one book per student per year i.e. 120 per year for the intake of 60 students.

(c) Subsequently every year 10 percent of the fee must be spent for addition of books, journals & periodicals in the library.

Faculty (Student Teacher Ratio)

Essential:

Student-Teacher Ratio :

For Theory lecture class 60 : 1

For Tutorials\Syndicate 15 : 1

On an average, normally each core full-time faculty is expected to teach six courses in a year and has an additional four courses work load to conduct research, to design and organize management development programmes, participate in academic administration and to undertake consulting activities.

Ordinarily an Institute / Department / unit should have 24 courses and each courses to have 60 contact hours. Generally one contact hour is considered equivalent to 3 credit hours to provide faculty member time for class preparation, examinations, out of class-room consultations, etc. A core fulltime faculty ordinarily, would have six contact hours of teaching load per week. It is recommended that there will be 180 teaching days in a year.

Institutions offering a post graduate programme in management, for a class of 60 students, would require in the first year a minimum of five faculty members in different general and functional areas, and at least two additional faculty members in the second year.

In addition to the full-time faculty, an institution can utilize services of part-time and visiting faculty. However, one core faculty in each area may be required since the full-time faculty shall act as the anchor for visiting faculty members teaching specialized courses. The core full-time faculty requirement over the first two years of teaching activity and subsequently would be atleast 7.

i. Principal/Director – 1

ii. Assit. Professor/Reader – 1

iii. Lectureres - 2

Qualifications and Pay Scales : As prescribed by AICTE from time to time.

Desirable:

It is desirable to have at least two to three faculty in each cluster or key subject areas to be supplemented by part-time visiting faculty, the number of whom should provide the equivalence of at least three additional full-time faculty.

Computer Centre/Facility

Essential:

For the intake of 60 students, at least 15 computer terminals (hooked to a mainframe computer) or 15 personal computers incorporating the latest available technology should be provided on a full-time basis (i.e. a minimum of 12 hours a day for 6 days a week.

No. of Terminals : Terminal-Student Ratio = 1:2 (30 Nos.)

Hardware : P4 or above

LAN/WAN – 50% of no. of Terminals (15 Nos.)

Licensed software : System software 2; Application Software 4

Peripherals : Printer – Terminal Ratio = 1:10 (3 Nos.)

Student Hostel

Desirable:

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 also be according to norms prescribed by the UGC.

Boys : 25% of students

Girls : 50% of students

Essential Service

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

Desirable:

Permanent Electrical connection with 15 KVA.

Electrical Generator – 5 KVA

Potable water supply system – 120 Lt/day

Other amenities

Essential:

(a) Playground

(b) Ramps be provided in the building for the Physically handicapped

(c) Separate common rooms for girls and boys be provided in co-educational colleges – 100 sqm.

(d) There should be separate toilets for girls

(e) Adequate accommodation be provided for Principal's Office, Bursar's Office and for administrative staff.

(f) There should be a staff room of a proper size

(g) Certificate for fire safety

(h) Canteen – 100 sqm.

(i) Parking space : This will be provided as open or covered area at the rate of 15 percent of the plinth area of the institute building

(j) Adequate arrangements for meeting Emergency medical requirements should be available within the campus.

Desirable:

(a) Auditorium

(b) Seminar Hall

(c) All Weather approach Road – Minimum 4m wide

(d) Staff Quarters for Teachers : Flat type accommodation for at least 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