

**XI PLAN GUIDELINES**

**DEVELOPMENT ASSISTANCE FOR  
UPGRADATION OF EXISTING AND  
NEW MANAGEMENT DEPARTMENTS  
(2007-2012)**

**UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI — 110 002  
UGC Website : [www.ugc.ac.in](http://www.ugc.ac.in)**

## **UNIVERSITY GRANTS COMMISSION**

### **DEVELOPMENT ASSISTANCE FOR UPGADATION OF EXISTING AND NEW MANAGEMENT DEPARTMENTS IN UNIVERSITIES**

#### **1. INTRODUCTION**

- i) With an increase in economic activity there is an increase in the demand for trained managerial man-power 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 XI Plan for undertaking quality teaching, research, training and consultancy in Management for meeting the ever-growing challenges of globalisation 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.

vi) Monitoring, assimilating and disseminating knowledge (Knowledge Management)

### 3. ELIGIBILITY CONDITIONS

The University/Management Department/School/Institute offering 2 year full time M.B.A. programme as 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 **seven** members — full-time and permanent — 1 Professor, 2 Associate Professors and 4 Assistant Professors for an intake of 60 students. Assistance will not be available for self-financing programme.

### 4. NATURE OF ASSISTANCE AVAILABLE IN THE SCHEME

#### A. First Time Assistance

Departments/Schools/Institutes which have not availed of any financial support from University Grants Commission in the past for the 2 year full time MBA Programme will be eligible for financial support. The details are as follows:

<b>Non-Recurring</b>	<b>Rupees in Lakhs</b>
<b>Equipment</b>	<b>15.00</b>
<b>Book and Journals</b>	<b>10.00</b>
<b>Building (Building including Extension)</b>	<b>15.00</b>
<b>Total</b>	<b>40.00</b>

<b>Recurring</b>	<b>Rupees in Lakhs</b>
<b>Teaching Post- Visiting Professor-One (upto Plan period)</b>	ACTUALS
<b>Teaching Innovations/ Case Studies</b> @ Rs.1.00 lakhs p.a.	Rs.05.00
<b>Faculty Development Programme</b> @ Rs.0.80 lakhs p.a.	Rs.04.00
<b>Visiting Faculty from Industry/ Profession</b> @ Rs.1.00 lakhs p.a.	Rs.05.00
<b>Field Work&amp; Research</b> @ Rs.0.80 lakhs p.a.	Rs.04.00
<b>(i) Contingency/Working Expenses/including TA/DA for Expert of the Monitoring Committee</b> @ Rs.1.40 lakhs p.a.	Rs.07.00
<b>University-industry interaction</b> @ Rs.1.00 lakhs p.a.	Rs.05.00
<b>TOTAL</b>	<b>Rs. 30.00</b>

Total of Non-Recurring and Recurring=Rs.40.00 lakhs + Rs.30.00 Lakhs = **Rs.70.00 lakhs**

Grant total (NR + R + ACTUALS OF A VISITING PROFESSOR'S SALARY)

**B. Upgradation of Existing Departments (one time grant)**

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

(follows:)

<b>Non-Recurring</b>	<b>Rupees in Lakhs</b>
<b>Equipment</b>	<b>15.00</b>
<b>Book and Journals</b>	<b>5.00</b>
<b>Building</b> <b>(Building including Extensions)</b>	<b>10.00</b>
<b>Total</b>	<b>30.00</b>

<b>Recurring</b>	<b>Rupees in Lakhs</b>
<b>1. Visiting Faculty from Industry/Profession</b> @ Rs.2.00 lakhs p.a.	Rs.10.00
<b>2 Teaching Innovation &amp; Faculty Development Programme/Field Studies /Case Studies &amp; Contingencies Including TA/DA for Expert of Monitoring Committee</b> @ Rs.2.00lakhs p.a.	Rs.10.00
<b>TOTAL</b>	<b>Rs.20.00</b>

Grand total of Non-Recurring and Recurring = Rs.30.00 lakhs + Rs.20.00 lakhs = **Rs.50.00 lakhs**

**5. PROCEDURE FOR APPLYING FOR ASSISTANCE**

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 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 installment 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 XIth Plan period (2007-2012)

**8 PROCEDURE FOR MONITORING THE PROGRESS OF THE SCHEME**

**Monitoring/Evaluation and Review of the progress, performance, Achievements made by the Department supported under the scheme.**

**Advisory Committee–cum–Mid-term monitoring and Evaluation Committee**

The composition of the Committee will be as under:

1	Vice Chancellor	Chairperson
2	Head of the Department	Member
3	Sr. Most Professor relating to Management Studies	Member
4	One outside expert as UGC nominee	Member



**UNIVERSITY GRANTS COMMISSION**

**Scheme of Development Assistance for Upgradation 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/Institute

1.3) Name of the Head of the Department

TeI. 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	Publications last 5 years		
				International	National	Other

b. Visiting Faculty

<b>Full time</b>							
<b>Part Time</b>							

**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) MBA Programme Structure (Attach curriculum)
- (b) Innovative Areas/Courses introduced during the last three years/proposed to be introduced.
- (c) Thrust Areas (Please specify)
  - (iv) Research
  - (v) Training
  - (vi) 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.
- xvii) The programme is self financing

Yes

No

**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

Seal & Signature

**Registrar/University**

**Head of Department**

**PROGRESS REPORT OF EXPENDITURE**

University

Sanction letter No. & Date

Statement of Actual expenditure during the year  
(April-March)

**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/ justification for Unspent Balance lying with the University
--------------	-----------------------------	---------------------------------------	---------------------------------------	--------------------	---

## **RECURRING**

- 1 Teaching Post Visiting Professor
- 2 Teaching innovations
- 3 Faculty Development Programme
- 4 Visiting Faculty from industry/Profession
- 5 Field work and Research/Including TA/DA for  
Experts of the Monitoring Committee
- 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 commitment entered into or amount for specific items likely to be obtained.

**UNIVERSITY GRANTS COMMISSION**

**UTILIZATION CERTIFICATE**

Certified that the grant of Rs----- (Rupees-----  
-----) out of Rs.-----sanctioned  
to-----by the University grants Commission vide their latter  
number-----dated-----has been utilized for the purpose for which it was  
sanctioned and in accordance with terms and 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 irregularly is noticed at a later  
stage action will be taken to refund adjust or regularize the objected amount

Signature

(Registrar)

Seal

Signature

(Finance Officer)

Seal

Signature

(Chartered Accountant /Govt. Auditor)

Seal



**ANNEXURE-III**

**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 the university-  
Industry interaction during the  
academic year

**Head of the Department**

**Registrar**