

Form A
Proforma for common Information of organization promoting
Various Colleges/ Institutes for the year 2011-2012
(Information of the Trust)

(MBA Course)

1.	Name of the Society	C. P. & Berar Education Society			
2.	Address (with Pin code)	C. P. & Berar Education Society Tulsibag, Mahal, Nagpur-440032.			
	Telephone No. (with STD code)	0712-2723298/ 2722329			
	Fax No. (with STD code)	0712-2737289			
	E-mail ID	mba_cpberar@rediffmail.com			
	Website	http://www.mbacpbc.com			
3.	Registration No. of the Society	F-156(N) under the Bombay Public Trust Act, 1950 on 17th January, 1962			
4.	Year of Establishment of the Society	1930			
5.	Name of the Trustees	Enclose list List Enclosed			
6.	Names of all the educational institution established/funded /operated by the Society	C. P. & Berar E. S. Jr. & Sr. College, Tulsibag, Nagpur. C. P. & Berar E. S. High School & Jr. College, Ravinagar, Nagpur. C. P. & Berar E. S. HighSchool, Mahal, Nagpur			
7.	Name of the Courses				
8.	Annual financial report of Society for last 2 year	Attach certified audited copy Copy Attached			
9. Details of the Land					
Sr. No.	<u>Particular</u>	Area (in Sq. Mtr.)		Cost of acquisition (Rs. In Lakh)	Extent of Subsidy/ Concession
		As per norms	Available		
College/Institute for 1) C. P. & Berar E. S. Sr. & Jr. College, Tulsibag, Nagpur					
	Land				
1)	Free Hold				
a.	Govt.				
b.	Others	Malik Makbooja	-----	14494.77 sqm.	Rs. 10.17
	Total	(Bhoomiswami)		14494.77 sqm.	Rs. 10.17
2)	Lease Hold				
a.	Govt.				
b.	Others				
	Total				
College/Institute for 2) C. P. & Berar E. S. High School & Jr. College, Ravinagar, Nagpur					
	Land				
1)	Free Hold				
a.	Govt.				
b.	Others				
	Total				
2)	Lease Hold				
a.	Govt.	60 Years Lease	-----	31333.85 sqm	Rs. 13.92
b.	Others				
	Total			31333.85 sqm	Rs. 13.92

College/Institute for 3) C. P. & Berar E. S. High School, Mahal, Nagpur					
	Land				
1)	Free Hold				
a.	Govt.				
b.	Others	Malik Makbooja	-----	6153.84 sqm.	Rs. 3.00
	Total	(Bhoomiswami)		6153.84 sqm.	Rs. 3.00
2)	Lease Hold				
a.	Govt.				
b.	Others				
	Total				
Note: Please give separately the details for each college/institute.					
10	Whether Income tax return filed every year by the trust	(Attach certified attested copies of income tax return of last three assessment years.): Not Applicable			
11	Status of the Building: M.B.A.				
a)	If Rental	College/Institute	Other	Total	
	Built up Area (In Sq. Mtr.)				
	Annual rent (Amt., in Rs.)				
b)	If owned	College/Institute	Other	Total	
	Built up Area (In Sq. Mtr.)	2182 sq. mtr.	----	2182 sq. mtr.	
	Cost (Amt, in Rs.)	Rs. 93,93,510/-		Rs. 93,93,510/-	
12	Built up Area required Available as per AICTE/PCI/COA				
a)	If Rented	College/Institute	Other	Total	
	Built up Area (In Sq. Mtr.)				
	If owned	College/Institute	Other	Total	
b)	Built up Area (In Sq. Mtr.)	Available 2182 sq. mtr.		2182 sq. mtr.	

Date:
Place: Nagpur

Sign &
Designation of the Trustee

FORM B

**Proforma for information of Technical Education Institutes
(MBA Post Graduation course)
for the year 2011-12.**

**(Information of the College / Institute to be filled with the Form A and
for each course separately)**

Name of the Trust/Society:	C. P. & Berar Education Society, Nagpur		
Name of the Course:	Master of Business Administration (MBA)		PG
a) Whether accreditation given by NBA?	No	If Yes Grade	Year
b) Whether gradation given by Govt. of Maharashtra?	No	If Yes Grade	Year
In process			

(Gradation as on 19.08.2003 vide G.R. No. TEC-2003 (212/03)/TE-1, dated 19.8.2003)

1.	Name of the College/ Institute	Dept. of Business Management, C. P. & Berar E. S. College, Nagpur	
	Address (with Pin code)	Opp. C. P. Club, Ravinagar, Nagpur -440001	
	Telephone No. (with STD code)	0712-2540149, 2550417	
	Fax No. (with STD code)	0712-2737289	
	E-mail ID	mba_cpberar@rediffmail.com	
	Website	http://www.mbaepbc.com	
2.	Name of the Director /Principal of the college/Institute	Dr. Milind A. Barhate	
3.	Sanctioned Intake capacity as per AICTE/ University	60 (Sixty)	
4.	A) Total No. of Students for the Course in 2010-11 (excluding PIO/ Foreign National Students)	1st Year	2nd Year
		60	51
	B) Total No. of PIO/ Foreign National Students for the course	-	-
5.	Year of recognition by the respective council	1995	
6.	Name of the University to which this course is affiliated	Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur	
7.	Whether Permitted by State Govt.	Yes	
		<i>(If yes, attach a copy of G.R. for granting permission to start the college)</i>	
8.	Whether Hostel Facility is available	No	
	If yes, mention capacity.	Boys	-
		Girls	-
	Total Capacity		

9.	Total No of laboratories in the Department:	Name of Laboratory			Cost of equipments in Rs.		
	Total cost of equipments in the department	Computer Lab			15,48,479/-		
10.	Total cost of equipments in the Department including software (Rs. In lakhs) in working condition	a) UG					
11	Total cost of equipments in the Department including software (Rs. In lakhs) in working condition	a) PG	23,02,480/-				
12	a) Whether library facility is available (Departmental): YES Excluding Central Library If yes give detail	No of Titles			874		
		No. of Books available			7453		
		No. of Journals subscribed in current year			11		
	b) Carpet Area in Use for Library (in Sq.Mtr)	108 sq. mtr.					
	c) Facilities in Department – Library	1.	Computer				
	2.	Internet					
	3.	Audio-Video Study Materials					
	4.	Multimedia					
13.	No. of Staff	Attach subject wise details statement of teaching & non-teaching staff in the following format					
Teaching Staff		As per Council norms	Filled Posts			Total Filled Posts	Vacant Post
			Regular	Adhoc	Contract		
a) Professors		1	1		1	NIL	
b) Assistant Professors/HOD		2	1		1	1	
c) Lecturers		5	6		6	NIL	
List of approved Staff by the University Attached		Attach subject wise details statement of approved teaching staff with letter of Approval from Authority					
		Sanctioned Intake			Students on roll		
Student- Teacher Ratio (2009-10)		60 per year			111		
a) With approved staff					15 : 1		
b) With (approved adhoc + contract) staff							
Non Teaching Staff (In the Department Attach List)		As per council norms	Filled Posts			Total Filled Post	Vacant Post
			Regular	Adhoc	Contract		
a) Technical		2			2	NIL	
b) Non-Technical		3			3	NIL	
c) Class-IV		3			3	NIL	

Ratio of Non-Teaching – Teaching Staff		1 : 1			
Note: Please separately indicate common staff, teaching and non-teaching declared as separately employed for various colleges/course.					
14	Staff in the Library Department if any	Give details of staff in Library Department with posts and scale, nature of appointment Attached			
15	Salary given to the staff (Whether it is as per 5 th Pay commission or any other pay norms)	Yes If yes: a) Attach Salary Certificate of March 2011 Attached b) Attach Certified copy of Form-16 A of each Employees			
Whether Building is owned/Rental by College/Institute: Owned by C. P. & Berar Education Society, Nagpur					
16	a) If owned Built-up area in Sq-Mtr. - 2182 sq. mtr.		College/Institute	Others	Total
		Capital investment (Amount Rs. in lakhs)	Rs. 93,93,510/-		Rs. 93,93,510/-
	b) If Rented Built-up area in Sq. Mtr.:	Recurring annual expenditure (Amount in Rs in lakhs)			
		Annual Expenditure (Amount Rs. In Lakhs)			
17	Mention relation of the landlord with the College/Institute, if any	Not Applicable			
18	Financial Information				
Annual Income (Rs. In Lakhs) (Attach certified audited statement showing income from all sources of last two years. i.e. 2009-10, 2010-11) Attached					
(a) College/ Institute		Approved Course		Non Approved other courses	
		Under Graduate	Post Graduate (In Rs)		
	Tuition Fees		1,02,51,244/-		
	Development Fee		7,17,587/-		
	Gymkhana Fee				
	Training & Placement Fee				
	Library Fee				
	Laboratories fee				
	Internet & E-mail facility fee				
	Cultural activity fee				
	Forms & Brochure Fee				
	Exam. Fee				
	By way of Fine & Penalty				
	Any other fee				
Total (a)		1,09,68,831/-			

(b) General		Approved Course		Non Approved other courses
		Under Graduate	Post Graduate	
	Donation			
	Interest		3,82,660/-	
	Dividend			
	Other Misc.			
	Total (b)		3,82,660/-	
	Grand Total (a+b)		1,13,51,491/-	

* Please give the break-up of Income course wise and discipline wise.

Annual Expenses (Rs. In Lakhs) (Attach audited statement showing expenditure from all sources of last two years i.e. 2009-2010, 2010-11)				
Sr. No		College/Institute		
		Expenses directly attributable to course (Rs. in Lakhs)	Share of common expenses (Rs. In Lakhs)	Total expenses (Rs.in Lakhs)
I.	Rent Paid			
II.	Advertisement Expenses	2,39,630/-		
III.	Salary cost	Salaries, wages & Bonus	56,30,189/-	
		Contribution to provident fund & other funds	1,42,204/-	
		Staff Welfare & training expenses	6,850/-	
		Others :		
IV.	Consumable	Work Shop	14,33,987/-	
		Component		
		Project Ex		
		Chemicals		
		Other		
V.	Operating & Other Expenses	Electricity Charges	1,47,080/-	
		Telephone, postage, Xerox expenses	1,46,553/-	
		Water charges		
		Traveling & conveyance	1,48,317/-	
		Vehicle expenses		
		Repair & maintenance	30,87,672/-	
		Others		
VI.	Administrative Expenses			
VII.	Scholarships			
VIII.	Cost of Software			
IX.	Printing Expenses	1,85,189/-		
X.	Stationery	60,200/-		
XI.	Insurance			
XII.	Interest on Loan			
XIII.	Depreciation	Plant & Machinery		
		Vehicle		
		Furniture	1,65,129/-	
		Computers & Others	4,83,619/-	

XIV.	Educational Tours expenses for students			
XV.	Training & Placement expenses for students	17,000/-		
XVI.	Sports expenses			
XVII.	Annual Social expenses			
XVIII.	Internet expenses	5,731/-		
XIX.	Taxes			
XX.	*Any other expenses	10,21,887/-		
	Grand Total	1,29,21,237/-		
<ul style="list-style-type: none"> • Any expenditure which is more than 5% of the total expenses should be shown separately. • (Note : In the case of “common” cost which are apportioned, please attach a separate note indicating the bases adopted by you for apportioning such costs, giving your justification for the same. 				

19.	List of the Equipment, Furniture, Vehicles etc.(Only items costing more than Rs.50,000/- to be included)	Attach certified audited details of cost of equipments with date of purchase & cost of annual maintenance Attached			
20.	Fixed Asset Details	With all major heads of fixed assets			
	Cost Data	College/Institute/Hostel (amount in Rs.)			
	Particular	Gross block 31/3/2011 amount in Rs.	WDV as on 31/3/2011 Amount in Rs.	Depreciation for the year on 31/3/2011 Amount in Rs.	Rate of depreciation %
a.	Land (Area....)				
b.	Building(s) (Built up area in sq. mtr.)				
c.	Lab / Work Shop Equipments.				
d.	Laboratory equipments				
e.	Books	6,58,483/-	1,86,486/-	62,162/-	25%
f.	Furniture & Dead stock	10,53,851/-	7,14,131/-	79,348/-	10%
g.	Vehicles				
h.	Computers	15,48,479/-	3,99,564/-	1,33,188/-	25%
i.	Others-	5,90,146/-	3,66,684/-	40,631/-	10%

	Projected Addition	College/Institute/Hostel		
	Particular	2011-12 (Rs. In Lakhs)	2012-13 (Rs. In Lakhs)	2013-14 (Rs. In Lakhs)
a.	Land (Area...)	-	-	-
b.	Building(s) (Built-up area-Sq.mtr)	-	-	-
c.	Lab / Work shop	4.5	4	4.5
d.	Laboratory equipments	4	4	4
e.	Books	2.5	3	3
f.	Furniture & Dead stock	2.5	2.5	2.5
g.	Vehicles	---	---	---
h.	Others	2	2.5	2.5
	Total	15.50	16	16.50

21	The common infrastructure used by the trust for various colleges run by them				Attach detailed list of infrastructure. Also indicate the bases adopted for the appointment of the common infrastructure. Not Applicable				
22.	a) Expenses per student for UG course:				Attach detailed calculations for the year 2011-2012				
	b) Expenses per student for PG course				Attach detailed calculations for the year 2011-2012 Total Exp. Rs. 57,75,417/- /No. of Students 111 = Rs. 52,031/-				
23.	Fees collected during last three years per student for UG course:								
Year	Management Seats		Payment Seats		Free Seats		Total		Average Fees collected (Rs.)
	No of students	Fees collected (Rs.)	No of students	Fees collected (Rs.)	No of students	Fees collected (Rs.)	No of students	Fees collected (Rs.)	
2008-2009									
1 ST Year									
2 nd Year									
3 rd Year									
4 th Year									
5 th Year									
2009-2010									
1 ST Year									
2 nd Year									
3 rd Year									
4 th Year									
5 th Year									
2010-2011									
1 ST Year									
2 nd Year									
3 rd Year									
4 th Year									
5 th Year									

24. Fees collected during last two years per student for PG course-									
Year	Management Seats		Payment Seats		Free Seats		Total		Average Fees collected per student (Rs.)
	No of students	Fees collected (Rs.)	No of students	Fees collected (Rs.)	No of students	Fees collected (Rs.)	No of students	Fees collected (Rs.)	
2009-2010									
1 st Year	8	50100.00			47	50100.00	55	27,55,000.00	50,100.00
2 nd Year	10	50100.00			42	50100.00	52	26,05,200.00	50,100.00
2010-2011									
1 st Year	12	64000.00			48	64000.00	60	38,40,000.00	64,000.00
2 nd Year	07	50100.00			34	50100.00	51	25,55,100.00	50,100.00
25.	Fees collected (2010-11) per student for PG Course						Rs. 64,000/-		
No. of students of 1 st year			Average fees collected per student (Amount in Rs.)				Total fees collected (Amount in Rs.)		
a) CAP / Against Cap/Institute level seats etc. 60			64,000/-				38,40,000/-		
b) PIO + Foreign National			----				----		

26.	Fees proposed for each course during 2011-2012. Justification for this.	Detailed Justification for the Proposed fee in a separate Annexure. Fees Proposed for 2011-2012. Rs. <u>62,161.87</u> Per Student (Annexure Attached)
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a) Administrative Staff in the Institute/College

Name of the Principal/Director		Dr. Milind A. Barhate			Regular
Pay Scale		37000-67000			
Sr. No.	Name of the Staff	Designation	Whether required as per AICTE norms	Scale	Nature of appointment
1	Shri. S. H. Nagalkar	Co-ordinator		Fixed	Regular
2	Mrs. Manik Tapas	Clerk		Fixed	Regular
3	Shri. Narendra Bhandari	Clerk		5200-20200	Regular
4	Shri. Pravin Somase	Clerk		Fixed	Regular
5	Shri. Prashant Parshurame	Peon		Fixed	Regular
6	Shri. Sachin Ubale	Peon		Fixed	Regular

b) Staff in the Central Library

Sr. No.	Designation	Whether required as per AICTE norms	Qualification	Scale	Nature of appointment
1	Librarian				
2	Asst. Librarian				
3	Attendant				
4	Any Other Staff				

c) Student – Teacher Ratio (Total no. of students & total no. of staff in the college)

	Ratio
1. Regular approved staff	15 : 1
2. Regular + Contract + Adhoc	

(D) Ratio of Non-Teaching-Teaching Staff

	Ratio	As per Council Norms
Inclusive of administrative, ministerial, Technical & other unskilled & semi skilled staff	1 : 1	

Verification

(The person signing the Verification clause must satisfy himself / herself about the correctness of the information before affixing his/her signature)

I, the undersigned **DR. MILIND A. BARHATE** (With designation) **Director** (full name in BLOCK), son of **SHRI. ARVIND BARHATE** solemnly declare that to the best of my knowledge, the information given in this proforma and statements accompanying is correct and complete. I further declare that I am submitting this proforma in my capacity as **DIRECTOR** and I am also competent to submit the same and verify it.

Date:
Place: Nagpur

Trustee/ Director/ Principal
(Sign with stamp)

Form C

Central Library facility

Total No. of students in the institute **111**
 Reading hall capacity **65 sq. mtr.**
 Total carpet Area sq. mtr. **108 sq. mtr.**

a)	No. of Titles	874
b)	No. of Books	7453
c)	No. of National Journals	10
d)	No. of International Journals	01
e)	Non-Technical Journals	--
f)	Total Cost of	
	a) Books	Rs. 6.5 Lakhs
	b) Subscription for Journals	
g)	Cost of furniture	Rs. 1.75 Lakhs
h)	Whether Xerox facility is available	No
i)	Whether Internet facility is available	Yes
	- Band Width	BSNL Broad Band 2 MBPS
j)	No. of Computers available in the Library	P IV – 02
k)	Whether multimedia facility available	Yes
l)	Whether digitization of library is done	No
m)	Any other amenities provided to students in library	Audio Video / Study Material

Date:
Place: Nagpur

Trustee/ Director/ Principal
 (Sign with stamp)

FORM- D

Information of the Central Computing Facilities in the Institute

1	Whether the central computing facility is available			Yes
2	Number of P-III or equivalent and above PC available			60
3	Whether legal licenses of System & Application Software available?			Yes
4	Number of System Software available			1
5	Number of Applications Software available			
6	Number of Printers available (Type: DMP / Desk Jet / LaserJet)			05
7	Number of Scanners available			02
8	Total cost of the Printers and Scanners.			60,000/-
9	Whether the Generator/UPS back-up available (back-up period and capacity in KVA)			Yes 25 KVA
10	Whether the Campus is Networked			No
11	Whether the Laboratories are Networked through LAN			Yes
12	Whether is Internet connection is a available			Yes
13	If Yes specify type Dial-up/ISDN/DSL/Leased Line/any other			BSNL Broad band
14	Specify Bandwidth available			2 MBPS
15	Specify compression ratio			
16	Cost of Hardware in Computer Center Rs. Lakhs			15.48 Lakhs
17	Cost of Software in Computer Center Rs. Lakhs			9 Lakhs
18	Cost of furniture in Computer Center Rs. Lakhs			1 Lakhs
19	Annual fee of the Internet Services in Rs. Lakhs			36,000.00
20	Staff in Computer Center			Pay Scale
	1. System Manager			
	2. System Analyst	1	Yes	5200-20200
	3. Computer Programmer			
	4. Computer Operator			
	5. Non-Teaching Staff	1	Yes	Fixed
	6. Maintenance Staff			

Date:
Place: Nagpur

Trustee/ Director/ Principal
(Sign with stamp)