

MANDATORY DISCLOSURE

OF

ITM BUSINESS SCHOOL

WARANGAL

The onus of the authenticity of the information lies with the Institution ONLY and not on AICTE.

1. Name of the Institution: - **ITM Business School, Warangal**
Address:-
H.No. 23-6-79,Opp.
TSRTC Tyre Unit Hunter Road,
Warangal-506001
Mobile: 8885014445
E-Mail: kvnprasad@itm.edu
2. Name and address of the Trust/ Society/ Company and the Trustees
• Address including Telephone, Mobile, E-Mail-
Warangal Institute of Management
H.No. 23-6-79,Opp.
TSRTC Tyre Unit Hunter Road,
Warangal-506001
3. Name and Address of the Vice Chancellor/ Principal/
Director- **Dr. Kutala Venkata Nagendra Prasad**
Address:
H.No. 23-6-79,Opp.
TSRTC Tyre Unit Hunter Road,
Warangal-506001
Mobile: 8885014445
E-Mail: : kvnprasad@itm.edu
4. Name of the affiliating University-**Not Applicable**
5. Governance

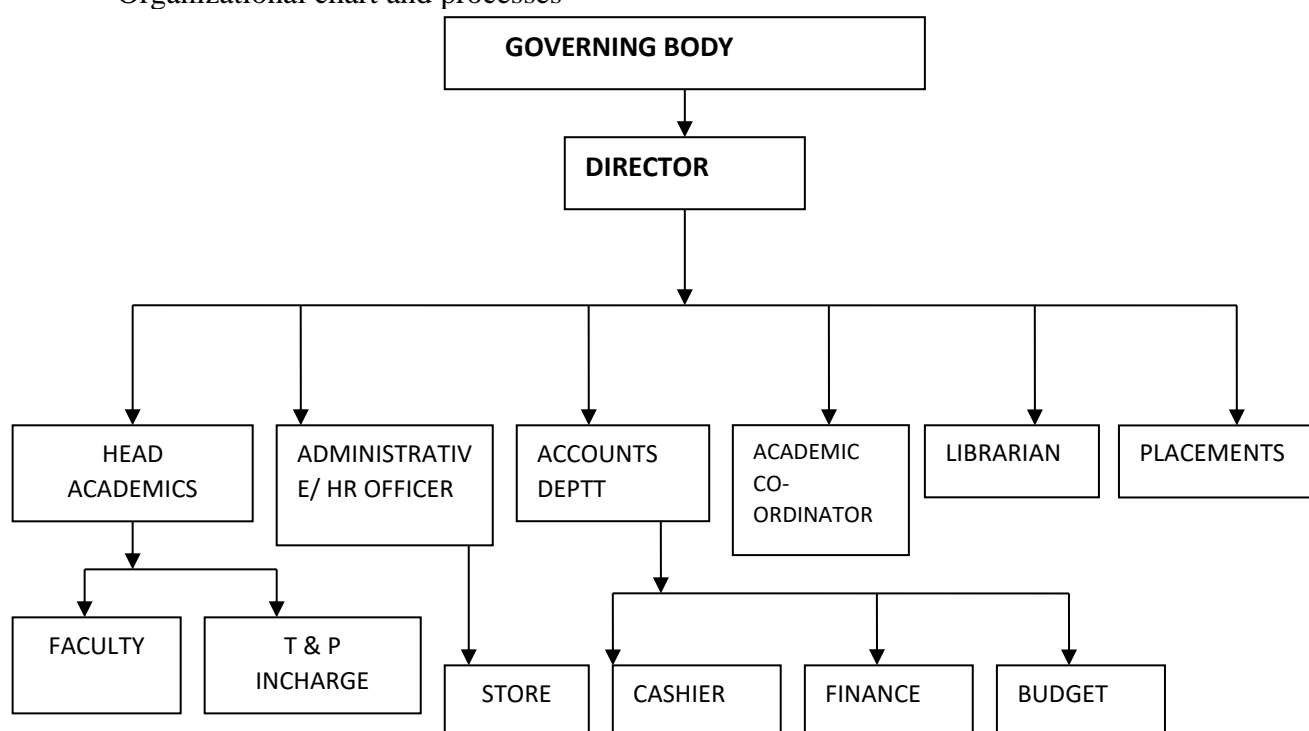
List of Governing body

Sr. No	Name of the Member	Designation
1.	Dr.P.V.Ramana	Chairman
2.	Mrs.P.L.Ramana	Member
3.	Prof.Nitin Putcha	Secretary
4.	Prof. R S S Mani	Member
5.	Dr.KVN Prasad	Member
6.	Dr.P.Sathish Chandra	Member
7.	Prof.Mubasheruddin Ahmed	Member
8.	Dr.T.Srinivas	Member

- Members of Academic Advisory Body

Sr. No.	Name of the Member	Designation	Qualification
1.	Dr.KVN Prasad	Director	B.Sc,M.Sc, Ph.D
2.	Dr.P.Sathish Chandra	Professor	B.Sc,MBA,Ph.D
3.	Dr.T.Srinivas	Asst. Professor	LLB, MHRM, M.Phil,Ph.D
4.	Prof.Mubasheruddin Ahmed	Asst. Professor	BBM, MBA, NET, APSET
5.	Prof.G.Ravinder	Associate Professor	B.Com, M.Com, SET
6.	Prof.G.Karunakar	Asst.Professor	BBM, PGDBM
7.	Prof.Zeenath Jahan	Asst.Professor	M.Com, MBA,B.Ed
8.	Prof.Rajesh Yadav	Asst.Professor	M.A,MHRM
9.	Prof.Naresh	Asst.Professor	MBA

- Organizational chart and processes



- **Nature and Extent of involvement of Faculty and students in academic affairs/improvements:**

With high quality faculties, ITM Business School Warangal nurture its students to become highly competitive in the market. We have 5-months rigorous corporate internship program where each faculty plays a mentor role for a set of students and guide them throughout. Also, the faculties facilitate the below programs and act as a mentor to enhance the students' knowledge and exposure to the next Level.

- Capstone Research Project
- Certifications and soft-skill trainings
- Live Project- Specialization wise
- Industrial Visits
- Expert Talks & Guest Lectures
- Alumni Talks

- **Mechanism/ Norms and Procedure for democratic/ good Governance**

ITM Business School Warangal with its core values and dynamic policies, create a good culture for both students and staff members.

- Encourages Open door policy for all its students and employees to meet the Director any time for assistance.
- Maintain a standard TAT (48 hours) for all the query/Issue resolution
- Strongly emphasis on Total Quality Management

- **Student Feedback on Institutional Governance/ Faculty performance**

Feedback about Faculty is taken from students in the middle and at the end of the semester.

The Feedback parameters assessed are:

- Communication Skills,
- Quality of Teaching
- Academic input
- Subject Knowledge
- Content and Method of Delivery
- Resourcefulness
- Accessibility and Availability of Faculty in Campus

Feedback is signed by the Director and conveyed to the faculty.

- **Grievance Redressal mechanism for Faculty, staff and students**

In order to redress grievances of the students, Faculty and staff, a grievance redressal mechanism has been devised by the Institute

Grievance Redressal Committee Members

Sr	Name of The Member	Designation	Contact No.
1.	Dr.KVN Prasad	Director	3888501445
2.	Dr.P.Sathish Chandra	Professor	9849164654
3.	Dr. T. Srinivas	Asstt. Professor	9959119444
4.	Prof. Mubasheruddin Ahmed	Asstt. Professor	8885588026
5.	Prof. G. Ravinder	Academic Coordinator	9885734933

- **Establishment of Anti Ragging Committee**

In accordance with All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009, Dated 1st July 2009, the institute constituted an anti-ragging committee w.e.f. the academic year 2018-19 as follows:

S No	Name of office bearer	Designation	e-mail	Contact No.
1	Dr.K.V.N.Prasad	Director	kvnprasad@itm.edu	8885014445
2	Dr.P.Satish Chandra	Associate Professor	pschandra@itm.edu	9849164654
3	Prof.Mubasheruddin Ahmed	Associate Professor	mubashera@itm.edu	8885588026
4	Mrs.M.Uma	Accountant	uma@itm.edu	9652801095
5	Mr. G. Balaswamy	Sr. Executive Administration	balaswamyg@itm.edu	8433714325
6	Circle Inspector of Police	Circle Inspector	sp@wrlu.appolice.gov.in	9440795208
7	Mrs.Padmavathi	Girls Hostel Warden	padmavathib@itm.edu	9391358771
8	Mr.Thumuluri Pavan Kumar	Senior Student	thumuluripavan@gmail.com	8750990348
9	Ms.Kallepu Tejaswi	Senior Student	tejaswikallepu9@gmail.com	8096623281
10	Mr.Akula Nikhil Kumar	Senior Student	akula.kumar@itm.edu	9951025390
11	Ms.Kallepu Tejaswi	Senior Student	tejaswikallepu9@gmail.com	8096623281

- **Establishment of Online Grievance Redressal Mechanism**

Online Grievance Redressal Committee Members

Email ID: rupalin@itm.edu

Sr	Name of The Member	Designation	Contact No.
1.	Dr.K.V.N.Prasad	Director	8433944604
2.	Dr.P.Satish Chandra	Associate Professor	9833981004
3.	Prof.Mubasheruddin Ahmed	Associate Professor	9967280283
4.	Mrs.M.Uma	Accountant	7039018747
5.	Mr. G. Balaswamy	Sr. Executive Administration	9768283343

- **Establishment of Grievance Redressal Committee in the Institution and Appointment OMBUDSMAN by the University**

Dr. A. K. Dasbiswas is appointed as Ombudsman of Grievance Redressal Committee

- **Establishment of Internal Complaint Committee**

Sr	Name of The Member	Designation	Contact No.
1.	Dr.K.V.N.Prasad	Director	8433944604
2.	Dr.P.Satish Chandra	Associate Professor	9833981004
3.	Prof.Mubasheruddin Ahmed	Associate Professor	9967280283
4.	Mrs.M.Uma	Accountant	7039018747
5.	Mr. G. Balaswamy	Sr. Executive Administration	9768283343

- **Establishment of Committee for SC/ ST**

Sr	Name of The Member	Designation	Contact No.
1.	Dr.K.V.N.Prasad	Director	8433944604
2.	Dr.P.Satish Chandra	Associate Professor	9833981004
3.	Prof.Mubasheruddin Ahmed	Associate Professor	9967280283
4.	Mrs.M.Uma	Accountant	7039018747
5.	Mr. G. Balaswamy	Sr. Executive Administration	9768283343

- **Internal Quality Assurance Cell**

ITM Business school Warangal ensures best of quality in academics, and administration including students' services. A complete transparency policy is followed when it comes to quality.

Quarterly Faculty feedback system, where all students can express their opinions freely.

- Strong administrative team to monitor whether all the classes happening on time and the syllabus has been covered fulfilling all parameters.

Individual counselling session for all the students with the Director Separate committee for Anti Ragging and other Grievances.

6. Programmes

- Name of Programmes approved by AICTE
Post Graduate Diploma In Management

Name of Programmes Accredited by AICTE

Nil

Status of Accreditation of the Courses

Nil

Total number of Courses

One

No. of Courses for which applied for Accreditation: - **Yet to apply**

Status of Accreditation – Preliminary/ Applied for SAR and results awaited/ Applied for SAR and visits completed/ Results of the visits awaited/ Rejected/ Approved for Courses

Nil

- For each Programme the following details are to be given:
 - Name: **Post Graduate Diploma in Management**
 - Number of seats: **120**
 - Duration: **2 YEARS**
 - Cut off marks/rank of admission during the last three years: **50%**
 - Fee : **First Year 2.5 Lakhs and Second Year 2.45 Lakhs**

- **Placement Facilities**

Campus placement in last three years with minimum salary, maximum salary and average salary

YEAR	MIN. SALARY	MAX SALARY	AVG. SALARY
2017-19	4.00 Lakhs	7.00 Lakhs	4.80 Lakhs
2016-18	3.54 Lakhs	6.80 Lakhs	4.40 Lakhs
2015-17	3.00 Lakhs	7.50 Lakhs	4.54 Lakhs

- **Name and duration of programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details:**

Not Applicable

Details of the Foreign University


- Name of the University
- Address
- Website
- Accreditation status of the University in its Home Country
- Ranking of the University in the Home Country
- Whether the degree offered is equivalent to an Indian Degree? If yes, the name of the agency which has approved equivalence. If no, implications for students in terms of pursuit of higher studies in India and abroad and job both within and outside the country
- Nature of Collaboration
- Conditions of Collaboration
- Complete details of payment a student has to make to get the full benefit of Collaboration
- For each Programme Collaborated provide the following:
 - Programme Focus
 - Number of seats
 - Admission Procedure
 - Fee
 - Placement Facility
 - Placement Records for last three years with minimum salary, maximum salary and average salary
- Whether the Collaboration Programme is approved by AICTE? If not whether the Domestic/Foreign University has applied to AICTE for approval

7. **Faculty**


Permanent Faculty	13			
Adjunct Faculty	0			
Permanent Faculty: Student Ratio	1:20			
Number of Faculty employed and left during the last three years	Number of Faculty	2019-20	2018-19	2017 – 2018
	Left	Nil	1	1
	Employed	Nil	1	1


8. **Profile of Vice Chancellor/ Director/ Principal/ Faculty**


i	Name	Dr. Kutala Venkata Nagendra Prasad
ii.	Date of Birth	16/08/1971
iii.	Unique Id	1-404547073
iv.	Educational Qualification	B.Sc,M.Sc, Ph.D
v	Work Experience	Teaching – 19 Years Research – 05 Years Industry – 01 Years Others – Nil
vi.	Area of Specialization	OR & SQC
vii.	Courses taught at Postgraduate	Post Graduate Level
Viii	Research Guidance	0
	No.of Papers published in National/International journal/Conference	24
	Master	Nil
	Ph.D	Nil
ix.	Projects Carried out	Nil
x.	Patents	Nil
xi.	Technology Transfer	Nil
	Research Publication	Nil
xii.	No.of Books published with details	Nil


Sr.No	1
Name of the Faculty	Dr. Kutala Venkata Nagendra Prasad
Passport size photograph	
Date of Birth	16/08/1971
Faculty Unique ID	1-404547073
PG Degree	M.Sc
UG Degree	B.Sc
Other Qualification's	Ph.D
Teaching	19
Industry	1year
Research	
Area of Specialisation	OR & SQC
Course Thought at Post Graduate Diploma Level	Post Graduate Level
No. of papers published in National/ International Journals/ Conferences	24
Master	0
Ph.D.	0
Project Carried out	0
Patents	0
Technology Transfer	0
Research Publications	0
No. of Books published with details	0


Sr.No	2
Name of the Faculty	Dr.Pothuri Sathish Chandra
Passport size photograph	
Date of Birth	25/05/1977
Faculty Unique ID	1-404546955
PG Degree	MBA
UG Degree	B.SC
Other Qualification's	Ph.D
Teaching	11 Years
Industry	10
Research	
Area of Specialisation	
Course Taught at Post Graduate Diploma Level	POST GRADUATE LEVEL
No. of papers published in National/ International Journals/ Conferences	27
Master	
Ph.D.	
Project Carried out	0
Patents	0
Technology Transfer	0
Research Publications	0
No. of Books published with details	0


Sr.No	3
Name of the Faculty	Prof.Mohd Mubasheeruddin Ahmed
Passport size photograph	
Date of Birth	10-12-1976
Faculty Unique ID	1-404469345
PG Degree	MBA
UG Degree	BBM
Other Qualification's	NET, APSET
Teaching	13
Industry	6
Research	
Area of Specialisation	Marketing
Course Taught at Post Graduate Diploma Level	POST GRADUATE DIPLOMA IN MANAGEMENT
No. of papers published in National/ International Journals/ Conferences	12
Master	
Ph.D.	
Project Carried out	
Patents	
Technology Transfer	
Research Publications	8
No. of Books published with details	


Sr.No	4
Name of the Faculty	Prof.Gudikandula Ravinder
Passport size photograph	
Date of Birth	24/06/1982
Faculty Unique ID	1-404469349
PG Degree	M.COM
UG Degree	B.COM
Other Qualification's	SET
Teaching	14
Industry	
Research	
Area of Specialisation	
Course Taught at Post Graduate Diploma Level	POST GRADUATE DIPLOMA IN MANAGEMENT
No. of papers published in National/ International Journals/ Conferences	7
Master	0
Ph.D.	0
Project Carried out	0
Patents	0
Technology Transfer	0
Research Publications	0
No. of Books published with details	0


Sr.No	5
Name of the Faculty	Dr. Tanguturi Srinivas
Passport size photograph	
Date of Birth	27/10/1971
Faculty Unique ID	1-407015179
PG Degree	MHRM, M.Phil, Ph.D
UG Degree	LLB
Other Qualification's	AIBE
Teaching	11
Industry	
Research	
Area of Specialisation	
Course Taught at Post Graduate Diploma Level	POST GRADUATE DIPLOMA IN MANAGEMENT
No. of papers published in National/ International Journals/ Conferences	13
Master	0
Ph.D.	0
Project Carried out	0
Patents	0
Technology Transfer	0
Research Publications	5
No. of Books published with details	

Sr.No	6
Name of the Faculty	Dr.Solety Sirisha
Passport size photograph	
Date of Birth	19/01/1975
Faculty Unique ID	1-404469341
PG Degree	M.Com, MBA
UG Degree	B.COM
Other Qualification's	PH.D
Teaching	20
Industry	0
Research	5
Area of Specialisation	Finance
Course Taught at Post Graduate Diploma Level	POST GRADUATE LEVEL
No. of papers published in National/ International Journals/ Conferences	17
Master	0
Ph.D.	0
Project Carried out	0
Patents	0
Technology Transfer	0
Research Publications	0
No. of Books published with details	0

Sr.No	7
Name of the Faculty	Prof.Gopala Karunakar
Passport size photograph	
Date of Birth	23/04/1977
Faculty Unique ID	1-2491517485
PG Degree	PGDBM
UG Degree	BBM,
Other Qualification's	
Teaching	6
Industry	13
Research	0
Area of Specialisation	Marketing
Course Taught at Post Graduate Diploma Level	POST GRADUATE Level
No. of papers published in National/ International Journals/ Conferences	
Master	
Ph.D.	
Project Carried out	
Patents	
Technology Transfer	
Research Publications	
No. of Books published with details	

Sr.No	8
Name of the Faculty	Prof.Gundapu Naresh
Passport size photograph	
Date of Birth	01-08-1990
Faculty Unique ID	1-2946905996
PG Degree	MBA
UG Degree	B.Com
Other Qualification's	
Teaching	5
Industry	0
Research	
Area of Specialisation	Finance
Course Taught at Post Graduate Diploma Level	POST GRADUATE LEVEL
No. of papers published in National/ International Journals/ Conferences	0
Master	0
Ph.D.	0
Project Carried out	0
Patents	0
Technology Transfer	0
Research Publications	0
No. of Books published with details	0

Sr.No	9
Name of the Faculty	Gorre Rajesh
Passport size photograph	
Date of Birth	13/02/1987
Faculty Unique ID	1-2946882866
PG Degree	M.A,MHRM
UG Degree	
Other Qualification's	
Teaching	4
Industry	0
Research	
Area of Specialisation	HR, Economics
Course Tought at Post Graduate Diploma Level	POST GRADUATE LEVEL
No. of papers published in National/ International Journals/ Conferences	0
Master	0
Ph.D.	0
Project Carried out	0
Patents	0
Technology Transfer	0
Research Publications	0
No. of Books published with details	0

Sr.No	10
Name of the Faculty	Prof.Zeenath Jahan
Passport size photograph	
Date of Birth	31/05/1983
Faculty Unique ID	
PG Degree	MBA M Com
UG Degree	B.Ed
Other Qualification's	
Teaching	13
Industry	
Research	
Area of Specialisation	Finance
Course Taught at Post Graduate Diploma Level	POST GRADUATE LEVEL
No. of papers published in National/ International Journals/ Conferences	5
Master	0
Ph.D.	0
Project Carried out	0
Patents	0
Technology Transfer	0
Research Publications	0
No. of Books published with details	0

Sr.No	11
Name of the Faculty	RAKESH ONTERU
Passport size photograph	
Date of Birth	10-06-1991
Faculty Unique ID	
PG Degree	MBA
UG Degree	B.Com
Other Qualification's	
Teaching	6
Industry	6
Research	
Area of Specialisation	FINANCE
Course Taught at Post Graduate Diploma Level	PG LEVEL
No. of papers published in National/ International Journals/ Conferences	0
Master	0
Ph.D.	0
Project Carried out	0
Patents	0
Technology Transfer	0
Research Publications	0
No. of Books published with details	0

Sr.No	12
Name of the Faculty	ANURAAG AGARWAL
Passport size photograph	
Date of Birth	15-10-1982
Faculty Unique ID	
PG Degree	MBA
UG Degree	BE
Other Qualification's	
Teaching	4
Industry	
Research	
Area of Specialisation	MARKETING
Course Taught at Post Graduate Diploma Level	PG LEVEL
No. of papers published in National/ International Journals/ Conferences	
Master	0
Ph.D.	0
Project Carried out	0
Patents	0
Technology Transfer	0
Research Publications	0
No. of Books published with details	0

Sr.No	13
Name of the Faculty	STEFFI FERNANDES
Passport size photograph	
Date of Birth	01-10-1990
Faculty Unique ID	
PG Degree	PGDM
UG Degree	BBA
Other Qualification's	
Teaching	1
Industry	
Research	
Area of Specialisation	MARKETING
Course Taught at Post Graduate Diploma Level	PG LEVEL
No. of papers published in National/ International Journals/ Conferences	
Master	0
Ph.D.	0
Project Carried out	0
Patents	0
Technology Transfer	0
Research Publications	0
No. of Books published with details	0

9. Fee

First Year Fees	2.5 Lakhs
Second Year Fees	2.45 Lakhs
Time schedule for payment	31st July
Criteria for fee waivers/scholarship	Merit + Economic Condition
Estimated cost of Boarding and Lodging in Hostels	Hostel Facility is available
Total	4.95 Lakhs

• Number of scholarship offered by the Institution, duration and amount

Sr. No	Name	FIRST YEAR SCHOLARSHIP %	AMOUNT OF SCHOLARSHIP	SECOND YEAR SCHOLARSHIP IN %	AMOUNT OF SCHOLARSHIP
1	As per Attached List				
2					
3					
4					
5					
6					
7					
8					
9					

10. Admission:

- Number of seats sanctioned with the year of approval: **120**
- Number of Students admitted under various categories each year in the last three years

Year	Number of Students Admitted	General Category	SC	ST	DT-NT	OBC
2017-19	53	53	0	0	0	0
2018-20	58	58	0	0	0	0
2019-21	45	45	0	0	0	0

- Number of applications received during last two years for admission under Management Quota and number admitted

Not applicable

11. Admission Procedure:

- Mention the admission test being followed, name and address of the Test Agency and its URL (website)
CMAT / XAT/ATMA/ GMAT
- Number of seats allotted to different Test Qualified candidate separately (AIEEE/ CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test)
The Institute does not allot (earmark) any seats to any specific test separately. The Institute accepts the scores of CMAT / XAT/ATMA/GMAT (State conducted test) and does not have any preference for candidates of any particular test.
- Calendar for admission against Management/vacant seats:
 - Last date of request for applications: **30th June**
 - Last date of submission of applications: **30th June**
 - Dates for announcing final results: **30th June**
 - Release of admission list (main list and waiting list shall be announced on the same day)
Yes
 - Date for acceptance by the candidate (time given shall in no case be less than 15 days)
Time given to students is 15 days
 - Last date for closing of admission: **30th June**
 - Starting of the Academic session: **First Week of July**
 - The waiting list shall be activated only on the expiry of date of main list
 - The policy of refund of the fee, in case of withdrawal, shall be clearly notified
As prescribed by AICTE

Admission process for PGDM program 2018-20 Batch

ITM consider the entrance exams i.e. CAT, XAT, CMAT, ATMA, MAT, GMAT and state CET scores. Candidates should have scored more than 50% in graduation (up to the last exam held). We do not have any cut-off marks as it depends on the level of competition among the applicants found suitable.

Our admission process comprises of a Micro Presentation and Personal Interview.

Short-listing of candidates for MP/PI is done by taking the aggregate of:

Percentage marks in 10th

Percentage marks in 12th

Average Percentage marks in graduating years/semesters for which marks are available (up to the last examination held i.e. 2nd year in the case of a 3-year degree course and up to 3rd year/6th semester in case of a 4-year degree course.)

a) Micro Presentation (MP) scores are based on the following five attributes:

Sr. No.	Micro Presentation Attributes	Total Marks
1	Ease of Communication	10
2	Logical Representation	10
3	Poise & Confidence	10
4	Relevant Answers	10
5	Subject Knowledge	10
	Total Micro Presentation Marks	50

b) Personal Interview (PI) scores are based on the following five attributes:

Sr. No.	Personal Interview Attributes	Total Marks
1	Career objective	10
2	General knowledge & reading	10
3	Graduation subject knowledge	10
4	Personality	10
5	Achievements & (extra curriculum activities)	10
	Total Personal Interview Marks	50

After completion of MP/PI, a composite score is calculated, and seats are offered to those found suitable.

c) A composite score is calculated on the following basis-

Composite Score Components	Weightage given in Composite Score
S.S.C	15 %
H.S.C	15 %
Graduation	20 %
Post Graduation	5 %
Entrance Test Score	20 %
Work experience	5 %
Micro Presentation (MP)	10 %
Personal Interview (PI)	10 %
Total	100 %

d) Composite Score Calculation for work Experience in months:

Months of Work Experience	Composite Score Marks
Up to 6 months	1
7 to 12 months	2
13 to 18 months	3
19 to 24 months	4
Above 25 months	5

e) Entrance test Score Normalization-

Name of the Entrance Test	Percentage
CAT	100.00%
XAT	100.00%
CMAT	100.00%
ATMA	70.00%
MAT	70.00%
GMAT	100.00%

Important Dates and Deadlines:

Issue of application starts from	1st December 2017
Last date for receiving applications forms	31st March 2018
MP/PI starts from	4th April 2018
	16th May 2018
Announcing results with admission list	
Last date for admission acceptance	30th May 2018
Programme commencement	15th June 2018
Last date of admission	30th June 2018

Withdrawal & Refund Policy:

1. In the event of a candidate withdrawing before the start of the programme, the entire fee collected from the candidate, after a deduction of the processing fee ₹1000/- (Rupees One Thousand only) and balance fee shall be refunded.
2. In case, if a candidate leaves after joining the programme and if the vacated seat is consequently filled by another candidate by the last date of admission. The refund of fee collected from the candidate after a deduction of the processing fee ₹1000/- (Rupees One Thousand only) and proportionate deductions of monthly fees and hostel rent, where applicable.
3. The last date for withdrawal of PGDM admission for the purpose of refund of fees shall be 30th June of every year.

4. In case the vacated seat is not filled, by another candidate, for whatever reason, only the refundable component of fee shall be returned to the candidate.

12. Criteria and Weightages for Admission:

- Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.
- Mention the minimum level of acceptance, if any
- Mention the cut-off levels of percentage and percentile score of the candidates in the admission test for the last three years
- Display marks scored in Test etc. and in aggregate for all candidates who were admitted

Composite Score Components	Weightage given in Composite Score
S.S.C	15 %
H.S.C	15 %
Graduation	20 %
Post Graduation	5 %
Entrance Test Score	20 %
Work experience	5 %
Micro Presentation (MP)	10 %
Personal Interview (PI)	10 %
Total	100 %

13. List of Applicants:

- List of candidate whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for **Management quota** seats
Not Applicable
- Results of Admission Under Management seats/Vacant seats:
Not Applicable
- Composition of selection team for admission under Management Quota with the brief profile of members (This information be made available in the public domain after the admission process is over)
Not Applicable
- Score of the individual candidate admitted arranged in order or merit
- List of candidate who have been offered admission
- Waiting list of the candidate in order of merit to be operative from the last date of joining of the first list candidate

- List of the candidate who joined within the date, vacancy position in each category before operation of waiting list

15. Information of Infrastructure and Other Resources Available: -

- Number of Class Rooms and size of each: **10 Class Rooms**
- Number of Tutorial rooms and size of each: **02 Tutorial Rooms**
- Number of Laboratories and size of each: **Not Applicable**
- Number of Drawing Halls with capacity of each: **Not applicable**
- Number of Computer Centres with capacity of each: **1 Computer Labs**
- Central Examination Facility, Number of rooms and capacity of each: **Exam Control Office available.**
- Barrier Free Built Environment for disabled and elderly persons **Available**
- Occupancy Certificate **Available**
- Fire and Safety Certificate **Available**
- Hostel Facilities **Available**
- **Library:-**
 - Number of Library books/ Titles/ Journals available (program-wise)
Titles :**4600**
Volumes :**11025**
Journals National and International:**36**
 - List of online National/ International Journals subscribed: **4000+ through ProQuest**
 - E- Library facilities: **Available**
- **Laboratory and Workshop- Not Applicable**
 - List of Major Equipment/Facilities in each Laboratory/ Workshop
 - List of Experimental Setup in each Laboratory/ Workshop
- **Computing Facilities-**
 - Internet Bandwidth : **32 MBPS**
 - Number and configuration of System: **60**
 - Total number of system connected by LAN **20**
 - Total number of system connected by WAN **4**

- Major software packages available

- Microsoft Windows
- Microsoft Office 365
- English Edge
- SPSS
- Cogensis & Neat XS for Simulation Lab
- Open Source Softwares:
 - Ubuntu, CentOS (Linux)
 - Free BSD based pfSense
 - Clonezilla
 - VirtualBox
- MySQL & PostgreSQL - Databases
- Other Applications
 - G-Suite,
 - Infodesk ERP
 - Simple CRM
 - Moodle base E-learning Platform

- Special purpose facilities available

- Projectors
- Amplifiers
- Printers
- Scanners / MFD
- WiFi Access Points

- **Innovation Cell: Not Available**

- **Social Media Cell:**

- Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments
Complied

- **List of facilities available:**

- Games and Sports Facilities: **Available**
- Extra-Curricular Activities: **Yes**
- Soft Skill Development Facilities:

Students are encouraged to participate in various Corporate & B-School competitions like case studies, business plans, best summer projects, quizzes, simulation games, article writing competitions etc...This enhances their skills and gives them confidence to compete with other Bschool students and use their analytical skills. In corporate competitions students solve real problems faced by corporates through case studies.

- **Teaching Learning Process:**

- Curricula and syllabus for each of the programmes as approved by the Universit

- Academic Calendar of the University

ACADEMIC CALAENDAR FOR PGDM 2019-21

Registration :5th & 6th July 2019

Inauguration :08th July 2019

Induction Program :9th & 10th July 2019

Boot Camp :11th to 13th July 2019

Foundation Course :15th July to 26th July 2019

Semester I: 29th July 2018 to 23rd October 2019

Commencement	29 th July 2019
Classes for Semester I	30 th July 2019 to 23 rd October 2019
End Term Examination	09 th October 2019 to 23 rd October 2019
Diwali Vacation	24 th October 2019 to 8 th November 2019

Semester II: 11th November 2019 to 31st March 2020

Commencement	11 th November 2019
NGO Internship	11 th November 2019 to 23 rd November 2019
NGO Presentation	26 th November 2019
Classes for Semester II	25 th November 2019 to 4 th March 2020
End Term Examination	13 th March 2020 to 31 st March 2020
IIP Internship	1 st April 2020 to 31 st August 2020
IIP Presentation	4 th September 2020

Semester III: 5th September 2020 to 25th January 2021

Commencement	5 th September 2020
Classes for Semester III	5 th September 2019 to 31 st December 2019
End Term Examination	4 th January 2021 to 25 th January 2021

Semester IV: 27th January 2021 to 30th April 2021

Capstone Project & Course of Independent Study	27 st January, 2021 onward
--	---------------------------------------

- Academic Time Table with the name of the Faculty members handling the Course
- Teaching Load of each Faculty
- Internal Continuous Evaluation System and place

Purpose: Examination is a measure to assess a student's performance with a view to see whether he/she has acquired certain degree of proficiency in terms of predefined parameters which are derived from the mission statement of the Institute as well as existing regulatory bodies. The parameters in general will relate to acquiring of knowledge, skills, aptitude and attitude through various curricular, co-curricular and extracurricular interventions.

Examination Committee: All the rules and regulations and other matters related to exams will be formulated, heard and taken by the Examination Committee.

Roles: Assessment of student's Academic Performance and takes appropriate decisions.

Composition: The Academic assessment of students is divided into 2 parts as follows:

	Weightage
Internal Assessment	40%
End Term Examinations	60%

Standard of Passing: To successfully complete the course the student is required to secure minimum 50% in classroom evaluation and 50% marks in End Term Examination respectively. Student must pass internal assessment before the beginning of the end term examination. In the event of not able to make it due to some exigencies beyond his/her control or fails in internal he/she must clear it before the beginning of the first reexamination, failing which he/she will not be allowed to appear for first reexamination.

If a student fails in internal evaluation, he/she will contact the Examination Department and appear for the Internal (written) examination.

Internal Assessments:

Continuous evaluation, in the backdrop of the above stated purpose, is at the center stage of the classroom activities. Hence, it warrants a Course Faculty to assess the performance of the student throughout the duration of the semester through multiple interventions. Since it accounts for 40% weightage, complete transparency, proper record and authentic evaluation is of paramount importance to be able to convince the regulatory and rating agencies about the soundness of the system.

a. **Parameters Mix and Weightage:** To be decided by the individual Course Faculty - Minimum 4-5 parameters for each course including attendance. Attendance will carry 50% weightage of the internal assessments.

The internal assessments may be a mix of the following parameters.

- Classroom Participation
- Assignments/Reports
- Group Discussion
- Mini Projects
- Case Studies
- Industry Visits/Field Visits
- Quizzes/Tests (announced or unannounced)
- Computer Based Exercises
- Presentation/Debates
- News Analysis
- Viva-Voce

b. Course Faculty is totally empowered to decide on the mix and weightage of the internal assessment adhering to the determinants of continuous evaluation as well as the purpose of examination. The weightage to one single parameter should not be more than 50%. Individual evaluation (as against group evaluation) components will constitute at least 60%.

c. Absenteeism /Non-Submission of Internal Assessments:

This will be viewed seriously. Related issues of Absenteeism/Non-submission by students and internal assessments marks will be decided solely by course faculty. If a student has missed the class and internal assessments and has informed the Course Faculty about the absence, Course Faculty can take appropriate decision including granting another opportunity to such students.

d. Though the Academic Co-ordination department is required to display the names of students likely to be defaulted every fortnight, it is the sole responsibility of a student to monitor his or her attendance periodically.

End Term Examination

- a. Composition and Marks:
End Term Examination: 60% weightage
- b. Registrar will be responsible for conducting all End Term Examinations.

Assessment of *iConnect* Industry Project (IIP) - 200 marks

		Marks
1.	Initial Report	10
2.	Monthly Report (5 x 5)	25
3.	Presentation / Viva by Company Guide	50
4.	Overall Performance by Company Guide	50
5.	Final Project Report	25

6.	Final Project Presentation	40
	Total	200

In case if a student fails to submit the aforesaid report in time, he/she will get zero marks.

IIP carries a weightage of 8 credits (200 marks), 100 by faculty guide and 100 by company guide.

Final report will be evaluated on parameters such as overall structure of the report, elucidation of objectives and methodology, Data analysis, interpretations, findings and conclusion, faculty interaction and content for 25 marks.

Presentation will be assessed in terms of communication, presentation skills, overall organization of presentation, contents and ability to handle questions for 40 marks.

The Director/Dean will approve the design of Industry Project Manual and kit, allocation of the faculty guides to the interns, and the conduct of presentation-cum-viva. Student will submit the soft copy as well as the hard copy of the Industry Project to the Dean's office.

Assessment of NGO Project

Assessment will be carried out by the Faculty Guide, NGO Guide and the Panel members who will evaluate the NGO Project Presentation by the student. The assessment will be on the overall performance of the NGO Project.

Disqualification from the NGO, Industry Internship and Capstone Project

A student will be disqualified from the NGO, Industry Internship and Capstone Project in the following conditions:

- Non-submission of joining and confidential evaluation report from the company guide in case of NGO and Industry Project.
- Non-submission of report on due dates.
- No interaction with the faculty guide.
- Adverse report from the NGO/Industry guide.
- NGO, Industry Internship and Capstone Project should not be related directly/indirectly to any of the projects carried out while pursuing the program.
- Duplication in projects, leads to zero marks for all the projects the existing one and the copied one. Thus, the student will be assigned two new topics for both the projects.

Failure in NGO, Industry Internship and Capstone Project

A student will fail in NGO, Industry Internship and Capstone Project in the following conditions:

- Attaining less than 50% marks in each Project and each stage wherever applicable.
- Disqualified due to above mentioned reasons.

Repeat of NGO, Industry Internship and Capstone Project

Those who fail in the NGO, Industry Internship and Capstone Project, will re-register by paying re-examination fees of Rs.2000/- with the examination department. The students will have to complete their NGO/ Industry Internship/ Capstone project on the new topics allocated by the respective faculty guides.

Examinations Rules

1. Students' Conduct during Examination: Students should maintain strict discipline in the examination hall. Acts of indiscipline during examination will be dealt by the Registrar. For serious misconducts, the matter will be referred to the Unfair means enquiry committee and the punishment will be to the extent of termination from the examination.

2. Absence during End Term Examination: In case a student is absent for any or all courses in the End Term Examinations, because of medical or any other valid reason, he/she has to apply to Academic Appellate Authority along with supporting documentary evidence like Medical Documents i.e., Case Sheet, Laboratory Reports, Prescriptions, Bills etc. within 6 days from conclusion of examinations. Academic Appellate Authority will decide whether the student should be allowed to appear in the exam to be conducted for failed students with or without re-examination fee.

Results

Course Faculty is required to communicate to students the marks obtained in quizzes, surprise tests, individual assignments, news analysis, case analysis, viva etc. within a week in case of activities other than group reports and within two weeks in case of group reports.

Since a student is required to pass separately in the internal assessments, the declaration of results of internal assessments for 40 marks, by each parameter, by the Course Faculty before the start of the End semester exams is compulsory.

The results will be declared within 6 weeks of completion of End Term Examinations.

Grades

Forced grading system is followed through the method of normalization of marks obtained by the student. Normalization is done to take care of heterogeneous evaluation in case of a course being taught by more than one faculty across various batches. The grade will be given based on total marks for the semester for the students passing in all courses.

A five-point grading scale will be used in all courses for evaluating students. The grades awarded to students would be A, B, C, D and E. Grade A will carry 5 points, Grade B will carry 4 points, Grade C will carry 3 points, Grade D will carry 2 points and Grade E will carry 1 point.

The scheme of Gradation will be as follows:

Grade Awarded	Percentage of Students	Suggested Grading (Percentage of Students)	Grade Points
A	5 – 15	10	5
B	15 – 25	20	4
C	30 – 50	40	3
D	15 – 25	20	2
E	5 – 15	10	1

Besides the above grades there will be F grade. Those students who fail to secure 50% marks in internal evaluation, and End Term Evaluation separately will be given F Grade.

Methodology

For every component of evaluation in a course, marks will be awarded to each student who successfully completes that part of evaluation. These marks under individual components then would be added to arrive at the total marks for that course. Afterwards, the total marks obtained by each student of the course would be arranged in descending order and grades would be awarded as explained above. The process will be repeated for all the courses of the semester.

After the allotment of grades for all the courses to each student, Grade Points Average (GPA) of the semester for each student would be calculated. For calculating the GPA, sum total of all the grade points will be taken out and it will be divided by the number of courses in that semester. The mark sheet issued to each student will carry the grade, grade point and the GPA of the semester.

- a. The Grade Point and percentage are independent representation of candidate's performance in a class and as an individual.
- b. GP: The GP is determined on the basis of total class (no. of students) performance.
- c. GPA: The GPA is determined by dividing the total of Grade Points by the No. of subjects.
- d. Percentage: Is determined on the basis of total of absolute marks obtained by the candidate, divided by no. of subjects.

Grade point average (GPA) is calculated as under:

Grade	Grade Point
A	5.00
B	4.00
C	3.00
D	2.00
E	1.00
F	0

- Student's assessment of Faculty, System in place

- For each Post Graduate Courses give the following:

- Title of the Course

POST GRADUATED DIPLOM IN MANAGEMENT

- Curricula and Syllabi-

Title of the Course: Post Graduate Diploma in Management				
Sr. No.	Course Code	Semester I	Credits	Hours
1	0206300300	ACCOUNTING FOR MANAGERS	4	40
2	0206300301	MARKETING MANAGEMENT	4	40
3	0206300302	LEADING & MANAGING ORGANIZATIONS	4	40
4	0206300303	MANAGERIAL ECONOMICS	2	20
5	0206300304	ENTERPRISE SYSTEMS MANAGEMENT	2	20
6	0206300305	DECISION SCIENCES	4	40
7	0206300306	LIFESTYLE MANAGEMENT	2	20
8	0206300307	INTRODUCTION TO OPERATIONS MANAGEMENT	2	20
9	0206300308	INTRODUCTION TO MS EXCEL & ADVANCED METHODS	4	40
10	0206300309	MANAGERIAL COMMUNICATION – 1	4	40
11	0206300310	VERBAL SKILLS & QUANTITATIVE ANALYSIS – 1	2	20
		TOTAL	34	340
Sr. No.	Course Code	Semester II	Credits	Hours
1	0206300313	ADVANCED EXCEL	2	20
2	0206300314	CAREER MANAGEMENT – 1	2	20
3	0206300318	VERBAL SKILLS & QUANTITATIVE ANALYSIS – 2	2	20
4	0206300801	NGO INTERNSHIP	2	20
5	0206300802	CAPSTONE PROJECT PHASE – I	2	20
		Sub Total	10	100
1	0206300803	INDUSTRY INTERNSHIP PROJECT	8	80
Sr. No.	Course Code	Semester III	Credits	Hours
1	0206300350	CORPORATE TRANSITION MODULE	2	20
2	0206300351	PLACEMENT READINESS MODULE	2	20
3	0206300352	CAREER MANAGEMENT – 2	4	40
4	0206300353	COMPREHENSIVE REVIEW MODULE	2	20
5	0206300354	VERBAL & QUANTITATIVE ANALYSIS – 3	2	20
6	0206300804	CAPSTONE PROJECT PHASE – II	2	20
		TOTAL	14	140
Sr. No.	Course Code	Semester IV	Credits	Hours
1	0206300363	CAREER MANAGEMENT	-	-

2	0206300805	CAPSTONE PROJECT – FINAL	4	40
		TOTAL	4	40
		GRAND TOTAL	70	700

- Laboratory facilities exclusive to the Post Graduate Course-**Not Applicable**
- Special Purpose
- Software, all design tools in case
- Academic Calendar and frame work-**Available**

16. Enrolment of students in the last 3 years: -

Year	No of Students Enrolled
2017-19	86
2018-20	118
2019-21	27

17. List of Research Projects/ Consultancy Works

- Number of Projects carried out, funding agency, Grant received **Not Applicable**
- Publications (if any) out of research in last three years out of master's projects **Nil**
- Industry Linkage-**YES**
- MoUs with Industries (minimum 3)-**0 6**

18. LoA and subsequent EoA till the current Academic Year:-

Sr. No	Program	Intake Sanctioned	Date of Approval as per AICTE Approval Letter
1.	Post Graduate Diploma in Management	120	03.08.2011
2.	Post Graduate Diploma in Management	120	25.06.2012
3.	Post Graduate Diploma in Management	120	19.03.2013
4.	Post Graduate Diploma in Management	120	11.03.2014
5.	Post Graduate Diploma in Management	120	07.04.2015
6.	Post Graduate Diploma in Management	120	05.04.2016
7.	Post Graduate Diploma in Management	120	30.03.2017
8.	Post Graduate Diploma in Management	120	04.04.2018
9.	Post Graduate Diploma in Management	120	10.04.2019

19. Accounted audited statement for the last three years:

https://drive.google.com/drive/folders/1aJ6Jdspor9TGyhnGllp_evMusNNpzNFo?usp=sharing

20. Best Practices adopted, if any

- Five months industry internship
- Industry connect (industry engagement in Program Delivery)
- Individual connect - counselling, mentoring
- Insight sessions and Career Management training
- Consultancy Projects
- Industrial visit
- Industry involvement in curriculum design
- Connecting curriculum to industries
- Blood donation camp
- Solid Waste Management Workshop

Note: Suppression and/or misrepresentation of information shall invite appropriate penal action. The Website shall be dynamically updated with regard to Mandatory Disclosures