

# INSTITUTE OF MANAGEMENT & TECHNOLOGY

## MCA MANDATORY DISCLOSURE

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Mandatory Disclosure by Institutions running AICTE approved MCA programme to be included in their respective Information Brochure, displayed on their website and to be submitted to AICTE every year latest by 25<sup>th</sup> December together with its URL

The following information is to be given in the Information Brochure besides being hosted on the Institution's official Website.

*“The information has been provided by the concerned institution and the onus of authenticity lies with the institution and not on AICTE.”*

### **I. Name of the Institution**

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Institute of Management & Technology,  
Sector 86, Sai Dham Marg, Greater Faridabad,  
Faridabad 121002

E-mail : [imt@imtfaridabad.com](mailto:imt@imtfaridabad.com).

Web : [www.imtfaridabad.com](http://www.imtfaridabad.com)

### **II. Name & Address of the Director**

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**Contact Person:** Prof. Ravi Kr. Handa  
Principal

**Address:** Institute of Management & Technology  
Sector 86, Near Sai Dham  
Faridabad-121002

**Tel:** 9312654323

**Residence:** H. No. 652, Sector 21-B, Faridabad 121001

**Tel:** 9312654323

**e-mail:** [dravihanda@imtfaridabad.com](mailto:dravihanda@imtfaridabad.com)

### **III. Name of the Affiliating University**

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Maharshi Dayanand University, Rohtak

### **IV. Governance**

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- ❖ Members of the Board and their brief background
- ❖ Frequency of the Board Meetings and Academic Advisory Body
- ❖ Organizational chart and processes
- ❖ Nature and Extent of involvement of faculty and students in academic affairs/improvements
- ❖ Mechanism/Norms & Procedure for democratic/good Governance
- ❖ Student Feedback on Institutional Governance/faculty performance
- ❖ Grievance redressal mechanism for faculty, staff and students

## **Composition of Board of Governors (BOG)/Governing Council (GC)/Governing Body (GB) of the Institute**

The management of the college is done by a management committee of the following composition:

1. **Dr. (Mrs.) Bhanumathi Thambidurai** Chairperson  
Chairperson, Adhiyamaan Educational & Research Institutions (Trust)
2. **Dr. K. Chinnaraju** Member  
Director, CoiMCAstore of Institute of Engineering
3. **Dr. K.R. Naryayana** Member  
Finance Manager, ACE, Hosur
4. **Dr. L. Mahesh Kumar** Member  
Registrar, St. Peters University, Chennai
5. **Mr. Nagendra Goel** Member  
Chairman, Syadwad Educational Trust & CEO BIPS India Ltd.
6. **Mr. Ramneek Prabhakar** Member  
Gen Secretary, Faridabad Manufacturing Association, Faridabad
7. **Er. J.P. Malhotra** Member  
President , DLF Ind Ass.,  
M.D. Bhartiya Valves Pvt. Ltd., Fbd.
8. Nominee of the Affiliating University -  
Awaited Member
9. Nominee of the All India Council -  
for Technical Education Ex-Officio RO,NWRO
10. Nominee of the State Government-  
Awaited
11. An Industrialist/ Technologist/ Educationist  
from the Region nominated by the State Government -  
Awaited
12. **Prof. (Dr.) Parul Khanna** Vice-Principal
13. **Ms. Urvija Raina** Dean (Computer Science)
14. **Dr. R. C. Verma** HOD
15. **Prof. (Dr.) Ravi Kumar Handa** Secretary

### **Frequency of the Board Meetings and Academic Advisory Body:**

(a) The management committee meets twice in a year to discuss the day to day administration of the college. The following members are co- opted, to make the meeting more meaningful.

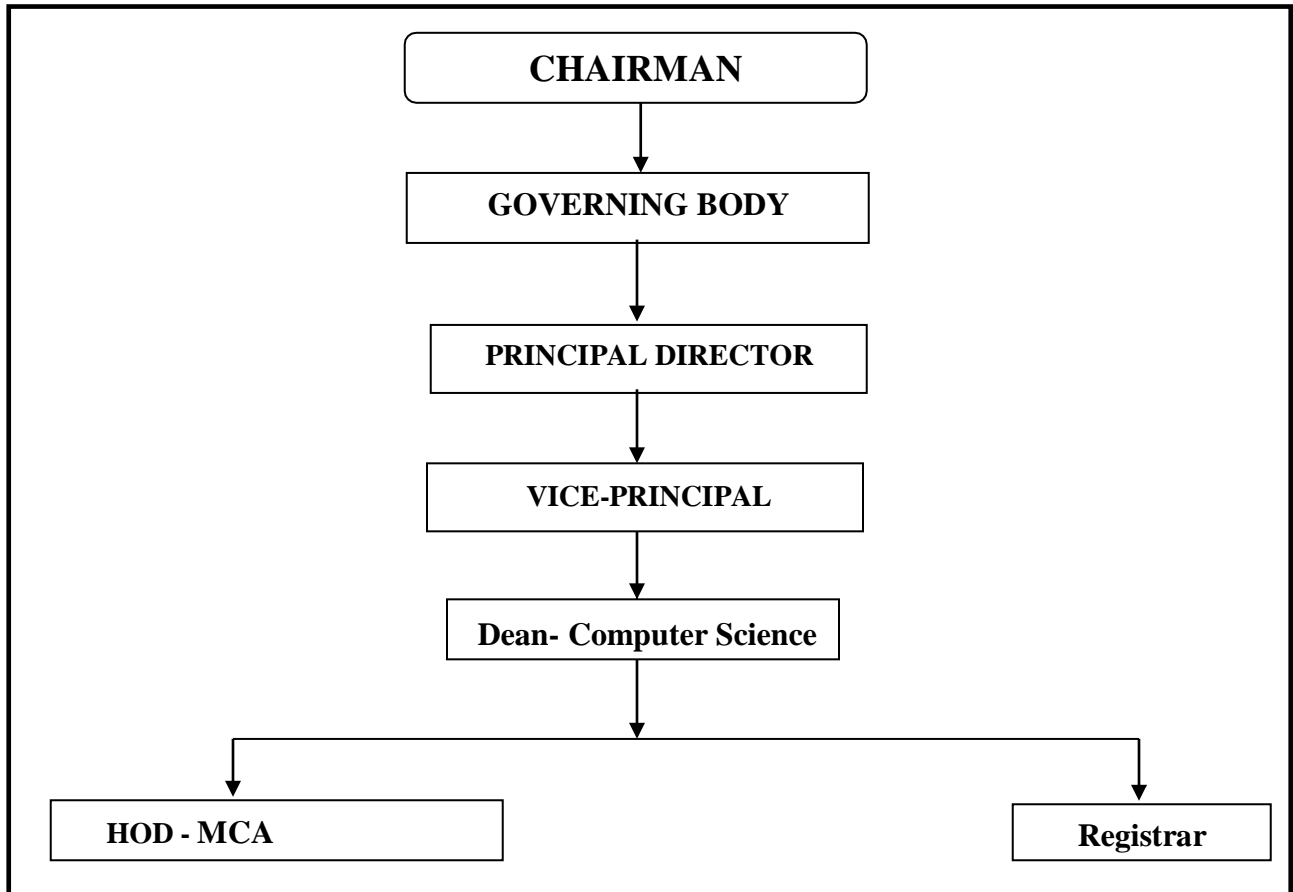
- Dean (Computer Science)
- Head of the Department ( MCA)
- Registrar / Finance Officer

(b) Number of meetings held during last three years:

The Management committee **meets at least twice in a year**. During last three years total seven meetings was held.

### Organizational chart and processes

#### ORGANISATION CHART



## V. Programmes

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- ❖ Name of the Programmes (Full Time) approved by the AICTE: **MCA**
  - ❖ Name of the Programmes accredited by the AICTE: **NIL**
  - ❖ For each Programme the following details are to be given :
    - Name- **MCA**
    - Number of seats- **60**
    - Duration- **02 Years Full Time**
    - Cut off mark for admission during the last 2 years:-

**Bachelor's Degree with 50% marks in aggregate with Mathematics at 10+2 level or Mathematics as one of the subject at Graduation level or BCA/B.Sc (Hons.) Computer Science/IT with 50% marks in aggregate.**

- Fee – Tuition Fee Rs 36,000/- + Development Charges+ Add on charges as approved by the State fixation committee
- Placement Facilities- Institute has full-fledged placement cell headed by Placement Officer.
- Campus placement in last two years with minimum salary, maximum salary and average salary:

Course	Year	Students placed	Minimum salary (Rs.)	Maximum salary (Rs.)	Average salary (Rs.)
MCA	2021	31	25,000/-	40,000/-	32,500/-
	2022	20	25,300/-	37,600/-	31,450/-

- ❖ Name of the Programmes (Part Time) approved by the AICTE: **NO**
- ❖ Name and duration of programme(s), if any, not approved by AICTE and being run in the same campus.- **NO**
- ❖ Name and duration of programme(s) having affiliation/collaboration with Foreign University(s)/Institution(s) and being run in the same Campus along with status of AICTE approval. **NO**

## **VI. FACULTY:**

Branch wise list faculty members

- Permanent Faculty : 07 (Table given Below)
- Visiting Faculty : 02
- Adjunct Faculty : 02
- Guest Faculty : 08
- Permanent Faculty: Student Ratio : 1:20

**List of Faculty for MCA as on 01<sup>st</sup> August, 2022**

S. N.	Name	Designation	Duration of employment (yrs.)	Age (yrs.)	Joining date	Total experience
1	<b>Prof. (Dr.) Ravi Kumar Handa</b> LL.B, MBA, M. Phil, Ph.D.	Professor & Principal	28	61	25-10-1995	34+
2	Dr. R. C. Verma, MCA, Ph.D.	Professor	16	47	19-07-2007	18+

3	Ms. Urvija Raina MCA, M. Phil. (CS)	Asst. Prof.	18	46	08-01-2005	19+
4	Ms. Ritu Agrawal MCA, M. Phil. (CS)	Asst. Prof.	15	51	08-01-2008	20+
5	Ms. Rimple Dhamija MCA, M. Phil. (CS)	Asst. Prof.	17	48	14-08-2006	15+
6	Ms. Rashmeen Kaur MCA, M. Tech.	Asst. Prof.	14	43	10-10-2009	16+
7	Ms. Kanishka M.Sc.(Comp. Sc.), M.Tech(CSE)	Asst. Prof.	12	39	11-01-2012	13+

**\*Faculty Position for the existing programme(s) (Programme-wise)**

Name of the Programme (UG & PG)	Total Sanctioned Intake (last 2 yrs. for MCA)	Total number of Faculty required as per norms (column 2 divided by 20)	Details of Faculty Available			Nature of Appointment
1	2	3	4	5	6	7
			Professors (Rs. 37400-67000 scale)	Assistant Professors (Rs. 15600-39100)	Total	Total number of faculty Permanent
<b>MCA</b>	<b>60+60=120</b>	<b>06</b>	<b>01</b>	<b>05</b>	<b>06</b>	<b>06</b>

**Faculty student ratio = 1:20**

❖ Number of faculty employed during the last three years

Year	Number of faculty appointed
2022	NIL
2021	NIL
2020	NIL

## VII. Profile of Director/Principal

Profile of Director/Principal with qualifications, total experience, age and duration of employment at the institute concerned

- Name : **Prof. (Dr.) Ravi K. Handa**
- Date of Birth : **01-04-1962**
- Academic Qualifications : **LL.B, MBA, M. Phil, Ph.D.**  
(with field of specialization) : **IT & HRM**
- Details of Experience : **43 years**  
(Academic / Industrial) : **28 Academic & 15 Industrial**
- Date of the appointment in the present institution : **25<sup>th</sup> Oct., 1995**

## VIII. Fee

- Details of fee, as approved by State fee Committee, for the Institution.

**Tuition fee: Tuition Fee Rs 36,000/- + Development Charges+ Add on charges as approved by the State fixation committee**

- Time schedule for payment of fee for the entire programme.

**At the beginning of each semester- July and January**

- No. of Fee waivers granted with amount and name of students.

**No. there is provision for scholarships for the weaker students.**

- Number of scholarship offered by the institute, duration and amount

S. No.	Name	Amount	Duration
1	<b>Ketan Kumar</b>	10500.00	1 year
2	<b>Ankit Kushwaha</b>	10500.00	1 year
3	<b>Radhika Lahre</b>	10500.00	1 year
4	<b>Amit Kumar</b>	10000.00	1 year
5	<b>Meenakshi</b>	10000.00	1 year
6	<b>Rohit Kumar</b>	10000.00	1 year
7	<b>Mohammad Shamsheer</b>	10000.00	1 year

- Criteria for fee waivers/scholarship

**On merit and academic performance**

- Estimated cost of Boarding and Lodging in Hostels

**Rs. 6000/- per month**

## IX. Admission

- Number of seats sanctioned with the year of approval.

**Year 2022-23: 60**

- Number of students admitted each year in the last two years.

**2021-2022:- 60**

**2022-2023:- 60**

- Number of applications received during last two years for admission under Management Quota & number admitted. : **There is no Management Quota**

## **X. Admission Procedure**

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- Mention the admission test being followed, name and address of the Test Agency and its URL (website).

**As per the norms of State Government / AICTE**

- Number of seats allotted to different Test Qualified candidates separately [AIMCET/CET (State conducted test/University tests)/Association conducted test]

**As per the norms of State Government / AICTE**

- Calendar for admission against management/vacant seats:

**As per the HSCS Schedule**

## **XI. Criteria and Weightages for Admission**

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- Describe each criteria with its respective weightages i.e. Admission Test, marks in qualifying examination etc.

**100% weightage for Admission test if any and then allotment of vacant seats on the basis of merit list of the Qualifying Examination**

- Mention the minimum level of acceptance, if any.

**Minimum 50% marks at the Graduation level**

**Item No I - XI must be given in information brochure and must be hosted as fixed content in the website of the Institution. The Website must be dynamically updated with regard to XII–XV.**

## **XII. Application Form**

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- ❖ Downloadable application form, with online submission possibilities.

## **XIII. List of Applicants**

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- ❖ List of candidates whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories.

## **XIV. Results of Admission under Management Seats/Vacant Seats**

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- ❖ Composition of selection team for admission under Management Quota with the brief profiles of members (This information be made available in the public domain after the admission process is over)
- ❖ Score of the individual candidates admitted arranged in order of merit.
- ❖ List of candidates who have been offered admission.
- ❖ Waiting list of the candidates in order of merit to be operative from the last date of joining of the first list candidates.
- ❖ List of the candidates who joined within the date, vacancy position in each category before operation of waiting list.

## **XV. Information on infrastructure and other resources available**

### **Library:**

❖ Number of Library books/Titles/Journals available (programme-wise) :

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Total Books (MCA)	:	<b>13275</b>
Total titles	:	<b>2476</b>
Total number of journals	:	<b>25</b>
❖ E-Library facilities	:	<b>YES</b>

### **Computing Facilities:**

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➤ Number and Configuration of Systems	:	<b>90</b>
➤ Total number of systems connected by LAN	:	<b>90</b>
➤ Total number of systems connected to WAN	:	<b>Nil</b>
➤ Internet bandwidth	:	<b>35 Mbps Radio Link Connectivity</b>
➤ Major software packages available	:	<b>As per AICTE norms</b>
➤ Special purpose facilities available	:	<b>Programming, Hardware Laboratory</b>
➤ Games and Sports Facilities:	:	<b>Yes</b>
➤ Extra Curriculum Activities:	:	<b>Yes</b>
➤ Soft Skill Development Facilities	:	<b>Yes</b>
➤ Number of Computer Centres with capacity of each	:	<b>01 with 70 Systems on LAN 01 with 20 systems on LAN</b>
➤ Central Examination Facility, Number of rooms and capacity of each	:	<b>All Infrastructure available for exam</b>
➤ Teaching Learning process:	:	<b>Yes</b>
➤ Curricula and syllabi for each of the programmes as approved by the University	:	<b>Yes</b>
➤ Academic Calendar of the University	:	<b>Yes</b>
➤ Academic Time Table	:	<b>Yes</b>
➤ Teaching Load of each Faculty	:	<b>As per AICTE norms</b>
➤ Internal Continuous Evaluation System in place	:	<b>Yes</b>
➤ Students' assessment of Faculty, System in place	:	<b>Yes</b>

Note: Suppression and/or misrepresentation of information would attract appropriate penal action.

\* The HOD is responsible for all of the academic activities.