INSTITUTE OF MANAGEMENT & TECHNOLOGY

MBA MANDATORY DISCLOSURE

Mandatory Disclosure by Institutions running AICTE approved MBA programme to be included in their respective Information Brochure, displayed on their website and to be submitted to AICTE every year latest by 31st 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

Institute of Management & Technology,

Sector 86, Sai Dham Marg, Greater Faridabad,

Faridabad 121002. E-mail: imt@imtfaridabad.com.

Web: www.imtfaridabad.com

II. Name & Address of the Director

Contact Person:	**Prof. Ravi Kr. Handa**
	Principal
Address:	**Institute of Management & Technology**
	Sector 86, Sai Dham Marg
	Faridabad-121002
Tel:	**9312654323**
Residence:	**H. No. 652, Sector-21-B, Faridabad –121001**
Tel:	**9312654323**
e-mail:	**drravihanda@imtfaridabad.com**

III. Name of the Affiliating University

Maharshi Dayanand University, Rohtak

IV. Governance

- ❖ 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. T Lasya   Member

    MBBS, MD

    Managing Trustee

3. Dr. K Chinnaraju   Member

    Director, Coimbatore of Institute of Engineering

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.,

    MD, Bhartiya Valves Pvt Ltd, Fbd

8. Dr. Rahul Rishi   Nominee of the Affiliating University

    Dept. of UIET, MDU Rohtak

9. Nominee of the All India Council   Ex-Officio RO,NWRO

    for Technical Education

10. Nominee of the State Government-   Awaited

11. An Industrialist/ Technologist/ Educationist

     from the Region nominated by the State Government   Awaited

12. Prof. Parul Khanna   Vice-Principal

13. Dr. Meenu Dhembla   HOD

14. Prof. 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.
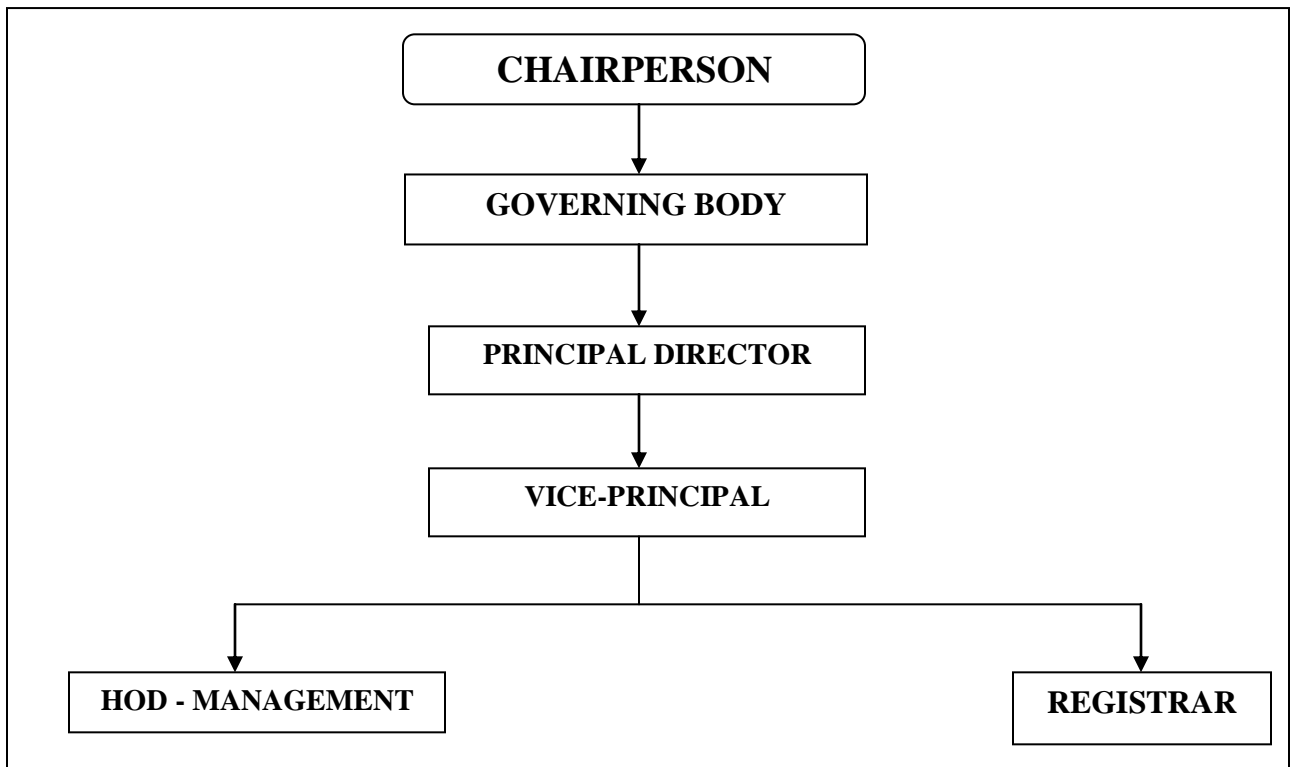
- Head of the Departments (MBA)
- Registrar / Finance Officer

(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

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                    ┌─────────────────────────┐
                    │      CHAIRPERSON        │
                    └─────────────────────────┘
                                │
                                ▼
                    ┌─────────────────────────┐
                    │     GOVERNING BODY      │
                    └─────────────────────────┘
                                │
                                ▼
                    ┌─────────────────────────┐
                    │    PRINCIPAL DIRECTOR   │
                    └─────────────────────────┘
                                │
                                ▼
                    ┌─────────────────────────┐
                    │      VICE-PRINCIPAL     │
                    └─────────────────────────┘
                                │
              ┌─────────────────┴─────────────────┐
              ▼                                     ▼
    ┌───────────────────────┐           ┌───────────────────┐
    │   HOD - MANAGEMENT    │           │     REGISTRAR     │
    └───────────────────────┘           └───────────────────┘
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*The HOD is responsible for all of the academic activities.

V.   **Programmes**

- ❖ Name of the Programmes (Full Time) approved by the AICTE: **MBA**
- ❖ Name of the Programmes accredited by the AICTE: NIL
- ❖ For each Programme the following details are to be given :
  - Name-   **MBA**
  - Number of seats-   **150**
  - Duration-   **2 Years Full Time**

- Cut off mark for admission during the last 2 years: - **Minimum 50% in the graduate level & Rank in Common Admission Test conducted by State Govt. or any other entrance exam.**
- 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 three years with minimum salary, maximum salary and average salary:

Course	Year	Students placed	Minimum Salary (p.a.)	Maximum salary (p.a.)	Average salary (p.a.)
MBA	2020	42/109	**280,800/-**	**385,800/-**	**333,300/-**
	2021	43/108	**314,400/-**	**416,400/-**	**365,400/-**
	2022	45/128	**325,200/-**	**463,200/-**	**394,200/-**

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

List of Faculty for MBA as on 01st Jan, 2023

S.N.	Name	Designation	Duration of employment (yrs.)	Age (yrs.)	Joining date	Total experience
1	**Prof. (Dr.) Ravi Kumar Handa** LL.B,.MBA, M. Phil, Ph.D (Management)	Professor & Principal	28	61	25-10-1995	30+
2	Prof. (Dr.) Parul Khanna MBA, Ph.D.	Professor & Vice-Principal	15	41	25-07-2008	23
3	Prof. Suresh Kumar Narang B. Tech., MBA	Professor	15+	70	18-08-2008	45
4	Dr. Meenu Dhembla MBA, M. Phil	Asso. Prof.	14+	39	10/10/2009	17.5+
5	Prof. R. N. Singh MBA, Ph. D.	Prof.	16	49	07/09/2007	+
6	Dr. Geeta Shiromani M.A., B. Ed., MBA, Ph. D	Asso. Prof.	04+	49	05/09/2014	21+
7	Dr. Poonam Tokas LL.B, MBA, Ph. D	Asst. Prof.	14+	37	10/10/2009	15+
8	Dr. Joshna Handa MBA, Ph.D	Asso. Prof.	2+	33	01/03/2021	10.6+
9	Mr. Ramdev Singh B.E, M.Tech, MBA, Ph.D(P)	Asst. Prof.	3+	38	01/01/2020	10+
10	Mr. Sandeep Nagar MBA, M.Com, B.Ed.	Asst. Prof.	05+	33	09/02/2018	07+
11	Ms. Surbhi Rattan B.Com(H), MBA , Ph.D (P)	Asst. Prof.	1+	32	01/04/2022	10
12	Ms. Manika Sukhija B.A., M.A,(Eco.), MBA, B.Ed, Ph.D (P)	Asst. Prof.	1+	33	05/04/2022	13
13	Ms. Manjusha Kaur Bedi MBA, B.Ed.	Asst. Prof.	1+	39	07/04/2022	6.5
14	Ms. Savitri Kaushik M.Com, NET	Asst. Prof.	1+	28	07/04/2022	1+
15	Ms. Chetna Virmani M.Com, NET	Asst. Prof.	3+	27	07/08/2019	3+

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

Name of the Programme (UG & PG)	Total Sanctioned Intake (last 2 yrs. for MBA)	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
MBA	**300**	**15**	**2**	**13**	**15**	**15**

Faculty student ratio = 1:20

❖ Number of faculty employed during the last three years

Year	Number of faculty appointed
2022	04
2021	01
2020	01

VII. Profile of Director/ Principal

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

Name   : **Prof. Ravi K. Handa**

Date of Birth : **01-04-1962**

Academic Qualifications (with field of specialization)

 LL.B, MBA, M. Phil, PhD

Details of Experience (Academic / Industrial)

 43 years (**28 Academic & 15 Industrial**)

Date of the appointment in the present Institution : **25th Oct., 1995**

VIII. Fee

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

 Tuition fee: Rs. 36000/- + Development Charges + plus add on charges per annum as approved by State Fee 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 to 2022-2

 There is provision for scholarships for the weaker students upto 100%

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

S.No.	Name	Amount	Duration
1	Manoj Phagna	20000.00	1 year
2	Nisha Kumari	20000.00	1 year
3	Neelam	20000.00	1 year
4	Shallu Tiwari	20000.00	1 year
5	Akhil	20000.00	1 year
6	Ankit Nagar	20000.00	1 year
7	Pankaj	20000.00	1 year
8	Dikhshita Singh	20000.00	1 year

> Criteria for fee waivers/scholarship

On merit, academic performance and weaker section

> 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   : 150

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

2021-2022   :150

2020-2021   :150

> Number of applications received during last two years for admission under Management Quota & number admitted.

There is no Management Quota

X.   Admission Procedure

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/ MDU

> 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 University Schedule

XI.   Criteria and Weightages for Admission

> 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

➢ Downloadable application form, with online submission possibilities

XIII. List of Applicants

➢ List of Candidates with 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

➢ Interested candidates can apply online on the official website-mdu.ac.in.

➢ The entrance test for MBA program will be held on June 26 2023, conducted by MDU, Rohtak.

➢ Formation of selection team for admission under Vacant Seats 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 will be displayed on the notice board.

➢ 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):

Total Books (MBA)	:	**13813**
Total titles	:	**2768**
Total number of journals	:	**32**

❖ E-Library facilities : **YES**

Computing Facilities:

- Number and Configuration of Systems : **120**
- Total number of systems connected by LAN : **120**
- Total number of systems connected to WAN : **Nil**
- Internet bandwidth : **35 Mbps Radio Link Connectivity**
- Major software packages available : **As per AICTE norms**
- Special purpose facilities available : **Programming, Hardware Laboratory**
- Games and Sports Facilities: : **Yes**
- Extra Curriculum Activities: : **Yes**
- Soft Skill Development Facilities : **Yes**
- Number of Computer Centres with capacity of each : **01 with 60 Systems on LAN**
  : **01 with 60 systems on LAN**
- Central Examination Facility, Number of rooms and capacity of each : **All Infrastructure available for exam**
- Teaching Learning process: : **Yes**
- Curricula and syllabi for each of the programmes as approved by the University : **Yes**
- Academic Calendar of the University : **Yes**
- Academic Time Table : **Yes**
- Teaching Load of each Faculty : **As per AICTE/ UGC norms**
- Internal Continuous Evaluation System in place : **Yes**
- Students' assessment of Faculty System in place : **Yes**

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