

## Mandatory Disclosure

Mandatory Disclosure by Institutions running PGDBM/PGDM/MBA programmes to be included in their respective information Brochure, Displayed on their website and to be submitted to AICTE every year well before the admission process. The following information is to be given in the Information Brochure besides being hosted on the Institution's official Website.

### I. Name & Address of the Institution:

**Institute of Productivity & Management**  
**"Sanchalan Griha", 8th Milestone, Delhi-Meerut Road,**  
**Near Old I.T.I., Duhai,**  
**Ghaziabad - 201206**  
**Telephone No: 0120-2788082, 2675453**  
**Fax No.: 0120-2675021**  
**E-mail: info@ipm.edu, Website: www.ipm.edu**

### II. Name & Address of the Director

**Prof. Vikas Verma**  
**Institute of Productivity & Management**  
**"Sanchalan Griha", 8th Milestone, Delhi-Meerut Road,**  
**Near Old I.T.I., Duhai,**  
**Ghaziabad - 201206**  
**Telephone No: 0120-2788082, 2675453**  
**Fax No.: 0120-2675021**  
**E-mail: info@ipm.edu**

### III. Governance

- ❖ Members of the Board and their brief background.

#### Executive Council

S.No.	Name of the Executive	Position held	Brief Background
1.	<b>Dr. A.N. Saxena</b>	<b>President</b>	<p>He is the Vice President of the World Academy of Productivity Science. He is an internationally know management and productivity expert. He retired as the Director General of National Productivity Council o India. Thereafter, he held the Chair of Industrial Finance Corporation of India as Professor of Management in the Faculty of Management Studies. Delhi University. He was conferred the Special National Award by the Asian Productivity Council Tokyo.</p> <p>He is currently undertaking International Seminars and Programs on Total Quality Management TQM, ISO 9000, Productivity and Organizational Development, Quality of Work Life in Turkey, Indonesia and Nepal.</p> <p>He has been closely associated with the Universities and academic bodies and was a member on the Board of Governors of the three Indian Institutes of Management at Ahmadabad, Calcutta and Bangalore, National Institute of Training in Industrial Engineering, Bombay and National Safety Council.</p> <p>His Publications:                      Two Volumes on planning and Promotion of Productivity, Approx, 1000 Pages.                      Manual on Productivity                      Manual on Safety                      Management Guides on Management, Safety and Good House Keeping.</p>
2.	<b>Mr. V.P. Verma</b>	<b>Secretary</b>	<p>Mr. V.P. Verma, the Executive Director of the Institute has a rich experience of 50 Years in professional management. He is also the Executive Director of the Western UP Productivity</p>

			<p>Council, the local council of the National Productivity council engaged in training and consultancy. The Executive Director in his humble way has spread the message of education by spearheading the movement in public sector undertakings, BHEL (Hardwar) and IDPL (Rishikesh). The Institute, under his dispersion, has centers at Lucknow, Kanpur, Ghaziabad, and the consolidation process is on.</p> <p>Mr. Verma's management philosophy is hands-on. A completely informal person, he allows his subordinates to experiment and initiate. Today his role is that of laying down the policy guidelines (participative) And allowing the others to take the work implementation.</p> <p>Just as he permeated management education in the U.P today he has identified information technology as the carrier for propagating the next revolution. He is today onto this area with the same enthusiasm as when he was at the start of his career.</p> <p>Mr. V.P. Verma is professional executive.</p>
<b>3.</b>	<b>Mr. R. S. Rathore</b>	<b>Member</b>	<p>Retd. As Special Secretary, Ministry of Finance, Govt. of India and Chairman of Central Board of Direct Taxes.</p> <p>Joined IRS in 1959 and held important in the Indian Govt. International Agencies and Foreign Government. These include Additional Secretary to the Govt. of India, Ministry of Power, Member, Central Electricity Committee, Director General, Ministry of Finance, Control Officer, Asian Development Bank Director of training, Financial Advisor and Director of Accounts, Govt. of India, UNDP Advisor on Local Govt. Lease, Finance, and East Africa.</p> <p>Authored several training volumes, articles, case studies and books on Managements, Computers and Finance. Also planned, designed and directed a large number of, training programmes for the senior and middle management executives in Govt. Public and Private Sector in the India and abroad.</p>
<b>4.</b>	<b>Mr. Vikas Verma</b>	<b>Member</b>	<p>Education: -  "O" Level: Welham Boys School, Dehradun  "A" Level: St. Mary's Academy  B.A. from Meerut college  M.A. from Meerut College  PGDBA from Institute Productivity &amp; Management, Meerut with specialization in Market Research and Foreign Trade</p> <p>Employment History:-  1990-1995: WUPPC, engaged in training and consultancy to PSU's SME in North India  Conducted SEP's in India and abroad in areas of productivity.</p> <p>1995-1997: I.P.M, Meerut  Career Services for PGDBA student including summer internships and final placement  Also taught general management Sales and strategic management courses to PGDBA-F/T And P/T.</p>

			<p>1997-Till date: Professor engaged in teaching, brand building and foreign tie-ups.</p> <p>Book: Writing a book with the title, “New China-HK, Taiwan, Macau and T Shanghai. To be released in fall-2011.</p> <p>Areas of Research:  1. International geo-polices.  2. Entrepreneurship.</p> <p>Courses teaching:  1. General Management  2. Business environment  3. Cross-Cultural Management:  4. Visiting faculty to Central and European B- Schools.</p>
<b>5.</b>	<b>Dr. Asit Mohan</b>	<b>Member</b>	<p>He was born on 20 August 1957 and had his education from Kanpur. He is an Alumnus of the prestigious Kanpur University and holds Post Graduate Diploma in Business Management with specialization in Human Resource &amp; Finance. He has been conferred Ph.D. degree by Chaudhary Charan Singh University, Meerut on the topic “FUTURES AND OPTIONS – The Derivative Instruments of the new era of Globalization and Liberalization – A critical evaluation.</p> <p>He is known for his academic expertise and administrative skills. He has been associated with the Institute of Productivity &amp; Management, from its very inception in 1980. He conceptualized the growth and development of the Institute. He has been instrumental in transforming the Institute into one of the well-known and well-respected institutions in the academic and corporate circle.</p> <p>He is involved with development of the Senior Management and carries out programs on regular basis. He has organized Management Development programs for Sugar Industry and Service Industry in Singapore, Thailand, Katmandu and Goa.</p> <p>He is a keen follower of academics and new principles of Management. He has actively participated in the various programs and seminars conducted by Government of India, IIM – Kolkata, IIM – Bangalore, Xavier’s and various universities in Malaysia, Singapore and Thailand.</p> <p>Apart from his role as an institutional builder, he also holds the experience of successfully running a reputed SSI in Northern India. He is also actively associated with the professional bodies like AIMA, AIMS, AMDISA, WPC and NPC.</p>
<b>6.</b>	<b>Dr. Kanes K. Rajah</b>	<b>Member</b>	<p>Dr. Rajah is Director, Centre for Entrepreneurship, University of Greenwich Business School and a successful management consultant working in the UK, Europe and South Africa. His vision for the Centre is to champion excellence in high growth enterprise start-ups underpinned by the tenets of creativity, innovation and leadership.</p> <p>His career spans senior level appointments across major blue chip organisations; the multinational Kraft Inc (Scientist, Europe), HJ Heinz, Dairy Crest (European Marketing Manager) and</p>

			<p>Ernest George Limited (Commodity Trading Manager). He helps with business start-ups and also undertakes audits for venture capital investment. He is active in business consultancy focused on clients in Europe, Asia and Africa.</p> <p>Kanes' background in Chemistry (BSc.), Chemical Engineering (MSc.) and Technology Transfer (Ph. D) has enabled him to generate more than a hundred publications: edited books, book chapters, peer reviewed and invited papers in management and scientific publications and professional journals, proceedings and a patent. He is a regular keynote speaker in international conferences, first choice event speaker, and creativity expert. He is also an international expert in butter technology and markets, and has served as the UK expert witness in the legal dispute with New Zealand.</p> <p>Dr. Rajah has significant experience (1980s) working with the European Union on market development projects in the Far East (five ASEAN countries). In 1999 he won a £0.5 million bid to support the Thai Ministry of Agriculture in developing their dairy industry. Since 2000 he has been pro-active in the EU funded "Tabeisa Project" – Technical and Business Education Initiative in South Africa, in a consortium with a British and four South African Higher Education institutions in entrepreneurship development in South Africa working closely also with SMEs and corporations. He has also been involved in developing senior managers in Russia and India and is active in business forums, creativity and business workshops and expert groups in the US and Europe (Italy, Spain and Portugal). He was President of the city based UK-Malaysia Business Club 'OMEC' (1993-2001) and member of the House of Commons - Asian Business Breakfast Club, 1999-2001, sponsored by London First.</p> <p>His eclectic professional background and experience of business also helps him Mentor and Coach entrepreneurs and managers, and includes top team development. He is a professional Practitioner in Neuro-Linguistic Programming (NLP) and is also certificated for psychometric testing. Dr. Rajah is an active researcher and an advanced practitioner in the use of Kirton's adaptor-innovator instrument (KAI) in personal, leadership and organisational development.</p> <p>Dr. Rajah is Fellow of the Centre for Strategy, Leadership and Organisational Reinvention, South Africa. He is co-founder of the Creativity Unleashed Consortium and the Aberystwyth Creativity Laboratory. He is also on the Open University Business School course team on MA in Marketing, panel of their Directors for Creativity, Innovation and Change Residential programmes, and Academic Council Member of the Institute of Productivity and Management, India.</p>
7.	<b>Ms. Tuovi Haikala</b>	<b>Member</b>	<p>Director Customized Solutions, Helsinki School of Economics Executive Education, Porkkalankatu 20 A, Helsinki 00180 Finland</p>

❖ Members of Academic Advisory Body.

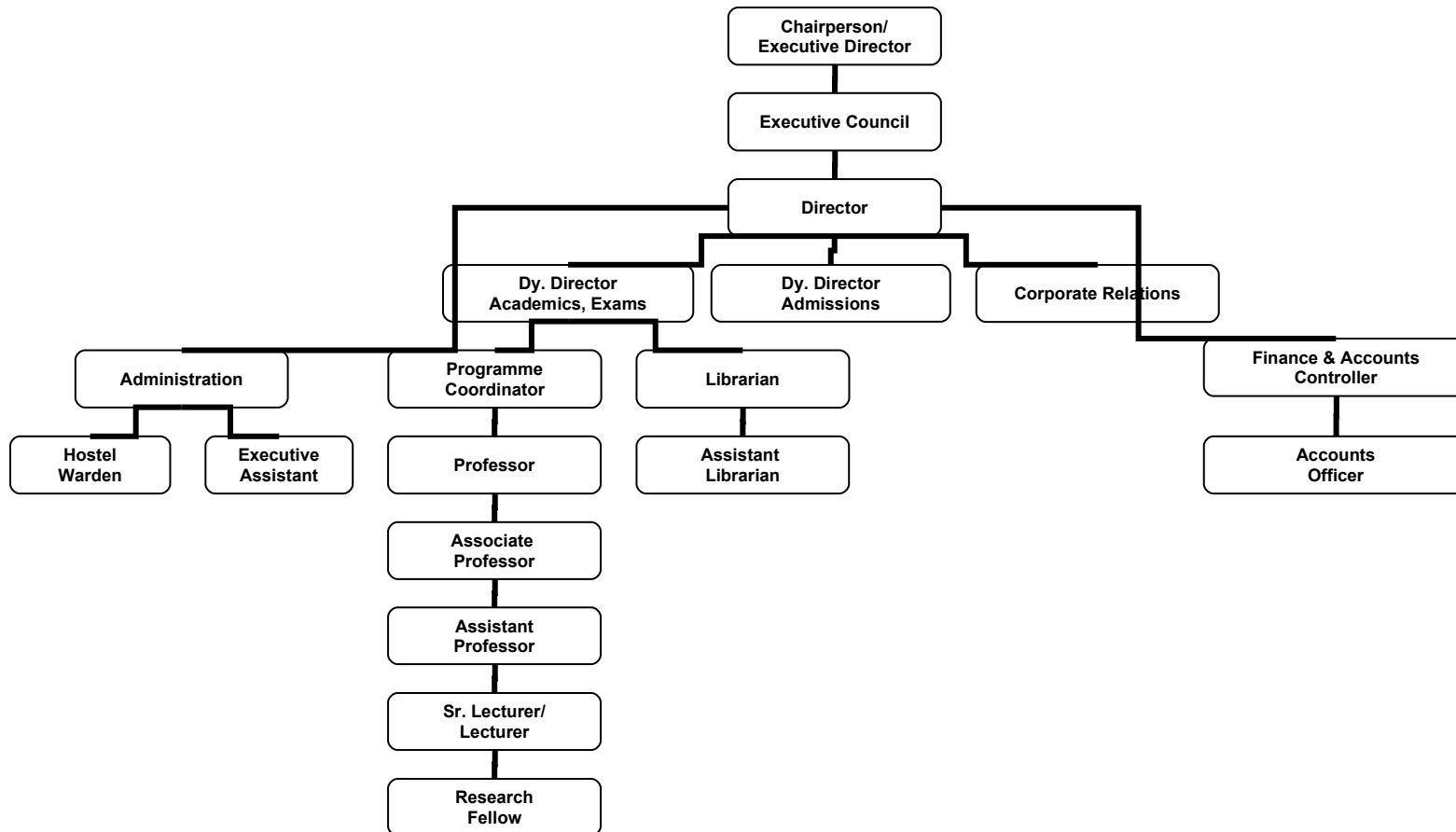
## Academic Advisory/Council Body

1. Mrs. Rana Rizvi
2. Dr. Asit Mohan
3. Dr. A. B. Siddiqui
4. Mr. S.C. Mathur
5. Prof. Vikas Verma
6. Dr. Milenko Gudic
7. Prof. V. P. Mishra
8. Representative of NRC, AICTE, Kanpur

❖ Frequency of the Board Meetings and Academic Advisory Body: - **Twice a Year, last meeting held on June 20, 2009**

❖ Organizational chart and processes

### ORGANIZATIONAL CHART



- ❖ Nature and Extent of involvement of faculty and students in academic affairs/improvements.

#### IV. Programmes

- ❖ Name and duration of the programme(s), (Full Time) approved by the AICTE: -
  - **Post Graduate Diploma in Management** - **2 years**
  - **Post Graduate Diploma in Management (International Business)** - **2 years**
- ❖ Name and duration of the programmes, (Part Time) approved by the AICTE: -
  - **Post Graduate Diploma in Management** - **3 years**
- ❖ Name and duration of programme(s), if any, not approved by AICTE and being run in the same campus: - **None**
- ❖ For each programme the following details are to be given:

Programme	Number of seats	Duration	Cut off Marks for admission (during the last 2 years)	Fees (Rs.)	Campus Placement
PGDM	120	2 years	On Merits	4,40,000/-	100%
PGDM-IB	60	2 years	On Merits	4,40,000/-	100%
PGDM-Part Time	60	3 years	On Merits plus work experience	1,60,000/-	-

- ❖ Campus placement in last two years with minimum salary, maximum salary and average salary.

Batch	Maximum Salary (Rs. per month)	Minimum Salary (Rs. per month)	Average Salary (Rs. per month)
2008-10	37,500/-	12,167/-	21,133/-
2007-09	33,750/-	12,000/-	20,500/-

- ❖ 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. **Not Applicable**
  - Details of the Foreign Institution/University:
  - Name of the University / Institution:
  - Address:
  - Website:
  - Is the Institution / University Accredited in its Home Country:
  - Ranking of the Institution / 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 jobs 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 benefits of collaboration:

❖ For each Collaborative / affiliated Programme give the following:

- Programme Focus
- Number of seats
- Admission Procedure
- Fee
- Placement Facility
- Placement Records for last two years with minimum salary, maximum salary and average salary
- Whether the Collaborative Programme is approved by AICTE? If not whether the Domestic / Foreign Institution have applied to AICTE for approval as required under notification no. 37-3/Legal/2005 dated 16<sup>th</sup> May, 2005.

## V. FACULTY

Number of faculty members: 15

• Permanent faculty

S. No.	NAME OF FACULTY	DESIGNATION	QUALIFICATION	SPECIALIZATION
1.	Prof. Vikas Verma	Professor/Director	M.A., PGDBA	Corporate Strategic
2.	Prof. V. P. Mishra	Professor	LLB, MMS	Management & IB
3.	Mrs. Rana Rizvi	Asstt. Professor	MBA H.R.M.	Research Methodology
4.	Dr. Anita T. Mathew	Asstt. Professor	PGDPM, L.L.B., PhD	H.R.M., Research Methodology-Labour Laws
5.	Mrs. Ranu Verma	Sr. Lecturer	MA, PGDBA	Marketing
6.	Mr. Bhuvneshwar Sharma	Sr. Lecturer	M.Sc., MBA-IT	Knowledge Management
7.	Mrs. Huma Anwar	Sr. Lecturer	MCA, M.Sc. (OR)	Quantitative Techniques & Operation Research
8.	Mr. Amit Tuli	Lecturer	M.A. (Eco.), PGDBM	Finance/Career Services
9.	Mrs. Veena Nandi Tiwari	Lecturer	B.Sc. (Hons.), MBA	International Marketing
10.	Mr. Gaurav Kohli	Lecturer	AAIFB, MBA, MB(Aus.), CPA	Finance / Taxation
11.	Mr. Sudipto Das	Lecturer	B.Com. (Hons.), MIBA	International Business
12.	Ms. Monika Bansal	Lecturer	B.Sc. (Hons.), MBA	Marketing
13.	Ms. Atika Sinha	Lecturer	BBA, MBA (Finance)	Finance, Management Accounting
14.	Ms. Ratika Mittal	Lecturer	PGDM	Finance & Accounting
15.	Mr. Hitesh Chadha	Lecturer	MBA	Marketing Communication

❖ Visiting faculty 2009-10

S.No.	NAME OF FACULTY	ACADEMIC QUALIFICATION	Subject/Semester
1	Ms. Sonika Gupta	PGDM	CRM/III
2	Mr. Sanjay Bharti	PGDBM	POM/I
3	Prof. V.P. Gupta	PGDBM, MA (Eco)	EM/III
4	Ms. Preeti Bakshi	MBA	Retail Mgmt/III
5	Vikas Singh	PGDM	Brand Mgmt/III
6	Pankaj Upadhyay	MA(Eco), M.Phil	Managerial Economics/II

- ❖ **Adjunct faculty: - None**
- ❖ **Guest faculty/Lecturer**
  - **For session 2009-10**

S.No.	Name of the Guest Lecturer	Designation	Company
1	Mr. Chandan Ghosh	Head Long Distance & Enterprise Business	Aircel Limited
2	Mr. Mukesh Saxena	Marketing & New Initiatives	i2i Telesource Pvt Ltd (Group Company, BT Infonet)
3	Dr. Akhil Prasad	Director & Head of Legal	Fidelity Business Services India Private Limited
4	Mr. Deepak Sharma	Group Vice President - HR	Bharat Silk Group
5	Mr. Deepak Sharma	National Sales Manager	Philips Electronic India Ltd.
6	Mr. Vinay Maheshwari	AVP	HT Media Ltd.
7	Mr. Vivek Kalyan	CEO	Tigerbells Animation (P) Ltd.
8	Mr. Surender Rawat	Zonal Head	Aircel Business Solution Limited
9	Mr. Ranjeet Kumar	Regional Channel Manager - North	Hindustan Coca-Cola Beverages Pvt. Ltd.
10	Mr. Ashish Saxena	Group Head	Mindlance India Pvt. Ltd.
11	Mr. Suryakant Dixit	Manager – HR	Thomson Press
12	Mr. Tarun Pant	CEO	OOCL, Thailand
13	Mr. Ritesh Kumar	Manager	BSE Limited
14	Mr. Manish Pharasi	Associate Director	Six Sigma Certification Pvt. Ltd.
15	Mr. S.E. Kabir	Sr. Manager – Channels	NIIT
16	Mr. Piyush Garg	Manager - Global Client Operations	ICICI Bank Limited
17	Mr. Vikram Bawa		Freelancer Strategy Consultant
18	Mr. Rachit Gupta	Manager - Project Financing	Power Finance Corporation Limited
19	Mr. Shahid Ahmad	Head - South East Asia	Mitsubishi Logistics
20	Mr. Chatik Swarup	Director & Head Consultant	Birds ERP Solutions
21	Ms. Vimala Ramakrishnan	CEO	New Concept Information Systems Pvt. Ltd.
22	Mr. K. K. Sinha	Group Director – HR	Jindal Steel & Power Limited
23	Mr. Manmohan Bhutani	Vice President - People & Operations	Fiserv
24	Mr. Sanjeev Dixit	Country HR Director	Alstom
25	Mr. Pankaj Suri	Head – HR	DTZ
26	Dr. Ajay Kumar Dua	Consultant	IBM Global
27	Mr. Ramesh Tuli	Country Manager	Verbatim Marketing (I) Pvt. Ltd.
28	Mr. Abhinav Mathur	Director	Balaji Mariline Pvt. Ltd.
29	Mr. Rohit Sachdeva	Director	Unifreight Movers Pvt. Ltd.
30	Mr. Ajay Malik	Country Head	MOEN International
31	Mr. Hemant Sood	Director	Pallium Marketing Pvt. Ltd.
32	Mr. S Ramaswamy	Head-Legal & Company Secretary	JCB India Limited
33	Mr. Girjot Singh	Information Security Auditor deals in Cyber Forensics	

34	Mr. Amit Oberoi	Network Specialist	CISCO Systems
35	Dr. Akhil Prasad	Director & Head of Legal	Fidelity Business Services India Private Limited
36	Mr. Parag Jalota	Business Head	Franchise India Conculting
37	Mr. Nikhil Sharma	Sr. Consultant	MART
38	Mr. Amit Kapoor	General Manager	Jindal Retail (India) Pvt Ltd
39	Mr. Deepak Sharma	Project Manager	Tata Chemicals
40	Mr. Praveen Singh	Project Manager	Tata Chemicals
41	Mr. Arun Nayak	Regional Development Manager	Udyogini
42	Mr. Prashanth Singh	Sr. Manager – Distribution Lead	Reliance Communication Ltd.
43	Mr. Kamalkant Tyagi	Deputy Manager	Reliance Communication Ltd.
44	Mr. S. K. Gupta	Group Head - Internl Audit	Samtel Group
45	Mr. Vijay Kumar	Senior Manager – IT	NTPC
46	Mr. R. B. Saxena	Dy. Manager – Operations	ITC
47	Mr. Virender Kumar	Asst. Manager - Mktg	ICD (Loni)
48	Mr. Thomas Mehwald	Project Director	Sa-Dhan
49	Mr. Parikshit Dey	Management Consultant	
50	Ms. Ruchi Sehgal	Regional Credit Manager	HDFC Bank Ltd.
51	Mr. Niamatullah	Programme Director	IIFP

○ **For session 2008-09**

<b>S.No.</b>	<b>Name of the Guest Lecturer</b>	<b>Designation</b>	<b>Company</b>
1	Ms. Vimala Ramakrishnan	Director	New Concept Information Systems Pvt. Ltd.
2	Mr. Rajesh Tripathi	GM - Corp HR	GHCL Limited
3	Mr. Anil Tanwar	Sr. Manager – HR	Tata Communication Internet Services Pvt. Ltd.
4	Mr. Satish Mishra	Manager – Sales	Asia Pacific Brands India Pvt. Ltd.
5	Capt. Ramgopal Ramachandran	President – NISAA	Red Eagle Shipping Agencies P. Ltd.
6	Ms. Aarti Chauhan	Manager - Marketing & Promotions	EDM Mall Management Pvt. Ltd.
7	Dr. Birbal Jha	Managing Director	British Lingua
8	Mr. Gaurav Gupta	Manager – Marketing	Pacific Mall
9	Mr. Alok Dixit	Director	Sevenses Supplychain Solutions Pvt. Ltd.
10	Mr. Samil Malhotra	Vice President – Magazine	Business Standard Limited
11	Mr. Ashdhir Kinra	Vice President	Coral Telecom Limited
12	Mr. Sanjeev Kr. Arora	Sr. Manager - Business Excellence	Jubilant Organosys Ltd.
13	Mr. R. P. Ganguly	GM - Marketing & Sales	Polynova Pvt. Ltd. (Lupin Group)
14	Mr. Ramesh Tuli	Country Manager	Verbatim Marketing India Pvt. Ltd.
15	Ms. Seema R. Jairath	DGM - Marketing & Brand Management	IRPPL
16	Mr. B Ram Mohan	Vice President – HR	Everest Industries Ltd.
17	Mr. Yogesh Kumar	GM – HR	Bhartiya International Ltd.

18	Ms. Rimmy Oberoi	Director	Oyster Training Pvt. Ltd.
19	Mr. Sumit Kalsi	Head – HR	Motherson Sumi Limited
20	Mr. Vinay Maheshwari	AVP	HT Media Limited
21	Mr. Alok Agrawal	Executive Director	Polar Industries Limited
22	Mr. Prem Das Maheshwari	Director	Universitas 21 Global
23	Mr. Sunil Khanna	Director	SYN Infoways & Ventures Ltd.
24	Mr. Gaurav Kumar	Business Development Associate Manager – India	Satyam Computer Services Ltd.
25	Dr. P. K. Seth	Former Jt. Secy.	Govt. of India
26	Mr. Satyanand Jha	BDM	Pocket Portal
27	Mr. Anil Rao	Asst. Manager – HR	Shoppers Stop
28	Mr. Arvind Kishore Gupta	BDM	Hellmann Worldwide Logistics
29	Mr. Keshav Shekhri	Manager - F&A	Pareikh Group of Industries
30	Mr. H. S. Yadav	VP (Pers. & Admin)	Century Rayon
31	Mr. Partha Sarathi	GM	BHEL
32	Dr. S.K. Jain	Dean	Delhi School of Economics
33	Mr. Ritesh Kumar	Dy. Manager	Bombay Stock Exchange Limited
34	Wg Cdr Anand Varma	Retd Wg Cdr IAF	Life Skill Academy
35	Ms. Shefali Bajaj	Human Resource Advisor	
36	Ms. Sonali Dutta	Vice President - Corporate Affairs	Bry-Air Asia Pvt. Limited
37	Mr. Arvind Mehta	President	SolutionOne Software Consulting

❖ Number of faculty employed and left during the last two years

Year(s)	Employed	Left
2009-10	1	1
2008-09	6	1

❖ Whether student assessment of faculty is in force: - **Yes, Semester - wise**

## VI. FEE

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

**Rupees Two Lac Twenty Thousand only per annum (payable in four installments, the first installment of fees is payable at the time of admission).**

❖ Fee waivers granted with amount and name of students. **Not Applicable**

❖ Number of scholarships offered by the institute with the name of students, duration and amount.

- **Nitesh Kumar, Ashutosh Kumar, Nisha Rani, Atul Kr. Sharma, Arun Raghav – 5 students are offered scholarship @ 30% on their tuition fee for the entire programme.**

❖ Criteria for fee waivers/scholarships.

To promote genuine students in seeking admission we have the following schemes: -

- Scholarship of 50% in tuition fee to University First Three position holders.
- Scholarship of 30% in tuition fee to first division throughout - X, XII and graduation.
- Scholarship of 20% in tuition fee with 75% and above in graduation.
- Scholarship of 20% in tuition fee to sportsperson represented in State/ District/ Zonal/ National/ International level sporting events.
- Scholarship of 20% in tuition fee to students from North-Eastern states of India, Andaman & Nicobar, Lakshadweep Islands, Jammu & Kashmir.
- Scholarship of 10% in tuition fee to students with 90 percentile/675 composite score or above in MAT – December 2009/ February/May 2010.
- 100% scholarship in tuition fee to children of Armed forces (Navy, Air force, Army, Central forces, Police) – 2 seats reserved.

❖ Estimated cost of boarding and Lodging in Hostels.  
Rupees Fifty Thousand only per annum

#### VII. ADMISSION

- ❖ Number of seats sanctioned with the year of approval.
- ❖ Number of students admitted under various categories each year in the last two years.
- ❖ Number of applications received during last two years.

Year	PGDM		PGDM-IB		PGDM-EP		Number of application received
	Sanctioned	Admission	Sanctioned	Admission	Sanctioned	Admission	
2009-10	120	113	60	19	60	00	
2008-09	120	116	60	33	60	00	

#### VIII. ADMISSION PROCEDURE

- ❖ Mention the admission test being followed, name and address of the Test Agency and its URL (website):
  - **Management Aptitude Test conducted by AIMA.**
- ❖ Number of seats allotted to different Test Qualified candidates CAT, MAT, XAT, JMET, ATMA, CET, JEE (State conducted tests / University tests). **100% to MAT.**
- ❖ **Calendar:**
  - Last date for request for applications: **PGDM: - July 12, 2010 & PGDM-IB: - July 31, 2010.**
  - Last date for submission of application: **PGDM: - July 12, 2010 & PGDM-IB: - July 31, 2010.**
  - Dates for Group Discussion (GD) / Interviews: **In the month of Jan, Mar, April, May, June, July 2010.**
  - Dates for announcing final results: The selected candidates would be informed via registered post after one week of GD/PI date.
  - Release of admission list (main list and waiting list should be announced on the same day): **After seven days**
  - Date for acceptance by the candidate (time given should in no case be less than 15 days): **After 20 days**
  - Last date for closing of admission: **PGDM: - July 12, 2010 & PGDM-IB: - July 31, 2010.**
  - Starting of the Academic session.
    - **July 12, 2010**                      **PGDM**

- **August 2, 2010 PGDM-IB**
- The waiting list should be activated only on the expiry of date of main list.
- The policy of refund of the fee, in case of withdrawal, should be clearly notified.

Rule or refund of fee in case of cancellation of Admission

Reference: AICTE Guidelines Public Notice/Advertising No. – AICTE / DGP/03(01)/2008

<b>S. No.</b>	<b>Situation</b>	<b>Refund</b>
1.	Request received before date of start of session	Entire fee less Rs. 1000/- Handling charge
2.	Request received after joining the course & seat could be filled by the institute	Entire fee less on pro rata basis-Tuition & Hostel Fee
3.	Request received after joining the course & seat not filled by the institute	No refund (except security deposit)

#### **IX. CRITERIA AND WEIGHTAGES FOR ADMISSION**

- ❖ Describe each criteria with its respective weightages i.e. Admission Test, GD, Interview etc.
  - Admission Test: MAT conducted by AIMA.
  - Written Test: Maximum Marks: 100
  - Group Discussion:
    - Communication Skills: 20
    - Content: 10
    - Body Language: 10
    - Team Skills: 05
    - Time Management: 05
    - TOTAL: 50 Marks
  - Interview:
    - Body Language: 10
    - Communication: 20
    - Conceptual Clarity: 10
    - Aptitude: 10
    - TOTAL: 50 Marks
- ❖ Mention the minimum level of acceptance, if any, for any criteria.
  - Candidate should have aggregate 50% marks in graduation in any discipline.
- ❖ Mention the cut-off levels of percentage & percentile scores (section-wise and/or total as case may be) of the candidates in the admission test who are called for GD/Interview.
- ❖ Mention last two years cut-off percentage & percentile (section-wise and/or total as the case may be) of the candidates called for GD/Interview.
- ❖ Display marks scored in Test, GD, Interview etc. and in aggregate for all candidates who come for GD/Interview etc.

Item No I - IX 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 X –XIII.

#### **X. APPLICATION FORM**

- ❖ Downloadable application form, with online submission possibilities.

#### **XI. LIST OF APPLICANTS**

- ❖ List of candidates whose applicable have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidates who have applied along with percentage and percentile score for Management quota seats.

#### **XII. CRITERIA FOR GD / PERSONAL INTERVIEW**

- ❖ Norms adopted for calling the candidates for Group Discussion/Personal Interview. (It has to be strictly in order of merit.)
  - Admission Test: MAT conducted by AIMA.
  - Written Test: Maximum Marks: 100
  - Group Discussion:
    - Communication Skills: 20
    - Content: 10
    - Body Language: 10
    - Team Skills: 05
    - Time Management: 05
    - TOTAL: 50 Marks
  - Interview:
    - Body Language: 10
    - Communication: 20
    - Conceptual Clarity: 10
    - Aptitude: 10
    - TOTAL: 50 Marks

#### **XIII. RESULTS**

- ❖ Composition of evaluation team 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 called for Group Discussion and Interview in each of the components including the test and in total, arranged in order of merit.
- ❖ List of candidates who have been offered admission in each category.
- ❖ Waiting list of the candidates in order of merit to be operative from the last date of joining of the first list candidates, category wise.
- ❖ List of the candidates who joined within the date vacancy position in each category before operation of waiting list.

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

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