

MANDATORY DISCLOSURE BY INSTITUTIONS RUNNING AICTE APPROVED MBA / MCA PROGRAMMES TO BE INCLUDED IN THEIR RESPECTIVE INFORMATION BROCHURE, DISPLAYED ON THEIR WEBSITE AND TO BE SUBMITTED TO AICTE EVERY YEAR LATEST BY 30TH APRIL 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

- Khalsa Institute of Management & Technology for Women, Civil Lines, Ludhiana Ph:0161-5024974 Telefax:-5002227 website :- www.kimtludhiana email:- kimt_ldh@yahoo.co.in

II. NAME & ADDRESS OF THE DIRECTOR: - DR. HARPREET KAUR

- 331, Block-E, BRS Nagar, Rajguru Nagar, Ludhiana – 141012 Ph: - 9878626331

III. NAME OF THE AFFILIATING UNIVERSITY: -

- I.K. Gujral Punjab Technical University, Jalandhar - Kapurthala Highway, VPO - Ibban, Kapurthala-144603

IV. GOVERNANCE

❖ Members of the Board and their brief background: -

Sr. No.	Name	Qualifications	Designation
1	Er. Pritpal Singh Grewal	M. Tech (Mech. Engg) MIT – USA	President
2	S. Gurdish Singh Grewal	MA, LLB	Secretary
3	Er. Gursimran Singh Grewal		Treasurer
4	Ms. Tani Grewal		Member
5	S. Tajinder Singh	LLB	Member

❖ Members of Academic Advisory Body

Sr No	Name	Qualifications	Designation
1	Er. Pritpal Singh Grewal	M.Tech (Mech. Engg) MIT USA	Chairman
2	Dr. Harpreet Kaur	Ph.d (Finance)	Director
3	Ms. Neeraj Gupta	M.COM, M.Phil(Comm.)	HOD (Mgmt.)
4	Ms. Monika Gupta	M.Tech	HOD (Comp. Sci)

❖ Frequency of the Board Meetings and Academic Advisory Body

Two meeting in every semester

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

“The advisory committee of KIMT meets every three months to review the state of academic affairs and the suggestions and feedback is received from the faculty members and the student’s council an elected representative body of the students”.

❖ **Mechanism / Norms & Procedure for democratic/good governance**

Six members Managing Committee of KIMT under the guidance of Khalsa Dewan, a supreme body As there are five other institutions under the same management, there is an internal auditing system for all institutions. For institutional efficiency, there are various committees like the Advisory Committee, Library Committee, Cleanliness Committee, Discipline committee etc. and the student’s council to coordinate and supervise the day-to-day functioning.

❖ **Student Feedback on Institutional Governance/faculty performance**

Good institutional governance and faculty performance is ensured through the filling up of feedback performa by the students at the end of the session and follow – up action is taken before the onset of the next session. The staff is also required to fill in the self-assessment performa, the confidential report of the staff is written by the Director, KIMT.

❖ **Grievance redressal mechanism for faculty, staff and students**

There is a proper Grievance Redressal Cell consisting of 1 Chair Person & 5 Faculty Members. The students , faculty and staff can write to the cell about any of their grievances through link **online grievance cell** shown on the College’s Website which can be seen in the E-mail id (kimtgrievance@gmail.com) or can put in their suggestions in the complaints / suggestions Box. The Committee meets after one day to review all the complaints and suggestions. Remedial action is taken on those complaints / suggestions which they can resolve at their own level, the others are referred to the Director of KIMT who is available on all working days and can be approached directly. The Names of respective Members of Committee are given on the Website & also displayed on the Notice Board of the College.

V. PROGRAMMES

❖ Name of the Programmes approved by the AICTE: - **MCA & MBA**

❖ Name of the Programmes accredited by the AICTE: - NIL

❖ For each Programme the following details are to be given:

- Name : **MCA (LEET) MBA**
- Number of seats : **30 60**
- Duration : **2 Years 2 years**
- Cut off mark/rank for admission during the last three years: 50% or above
- Fee :- **80180/-** Per Student / annum
- Placement Facilities:- **Available**
- Campus placement in last three years with minimum salary, maximum salary and average salary : Minimum Salary Rs. 8,000/- Per Month
: Maximum Salary Rs. 25,000/- Per Month
: Average Salary Rs. 10,000/- Per Month

- ❖ 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 their AICTE approval. If there is foreign collaboration, give the following details: **No**

Details of the Foreign Institution/University: **N/A**

- 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 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 Collaborative/affiliated Programme give the following: **N/A**
 - 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 Collaborative Programme is approved by AICTE? If not whether the Domestic/Foreign Institution has applied to AICTE for approval as required under notification no. 37-3/Legal/2005 dated 16th May, 2005 **N/A**

VI. FACULTY

- ❖ Branch wise list of faculty members : **Attached**
- Permanent Faculty : **19 faculties (on Contract)**
- Visiting Faculty : **01**
- Adjunct Faculty : **Two**
- Guest Faculty : **Nil**
- Permanent Faculty Student Ratio : **1:14**
- ❖ Number of faculty employed and left during the last three years: 14

VII. PROFILE OF DIRECTOR/PRINCIPAL WITH QUALIFICATIONS, TOTAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED

For each Faculty give a page covering

1. Name : **Dr. Harpreet Kaur**

2. Date of Birth : **13.07.1976**

3. Educational Qualification: **Ph.d** (Finance)

4. Work Experience

- Teaching **15Years**

- Research **06Years**

- Industry Years

- Others **8** Years

5. Area of Specializations → **Finance**

6. Subjects teaching at Under Graduate Level → **Economics, Accounts, Statistics**

Post Graduate Level → **Operations Research, Strategic Management Accountings**

7. Research guidance

No. of papers published in →

Master's - National Journals → **8**

Ph.D. - International Journals → **4**

- Conferences → **4**

8. Projects Carried out

9. Patents ----

10. Technology Transfer ----

11. Research Publications **2**

12. No. of Books published with details

<p>PHOTOGRAPH</p>
<p>SIGNATURE</p>

VIII. FEE

- ❖ Details of fee, as approved by State fee Committee, for the Institution. → **80150/-** per annum but managing committee subsidized the fee and only **Rs. 80150+30(Red Cross)=80180/-** per annum is collected from the MCA& MBA students.
- ❖ Time schedule for payment of fee for the entire programme. **Flexible payment of fee, but mostly collected in two or three installments i.e. in July –August & January –February of every year**
- ❖ No. of Fee waivers granted with amount and name of students. **Nil**
- ❖ Number of scholarship offered by the institute, duration and amount **for every university position holder Rs. 5,000/- is given for the one year**
- ❖ Criteria for fee waivers/scholarship. **Only University Position**
- ❖ Estimated cost of boarding and Lodging in Hostels.

Rent Hostel → Rs. 15,200/- Per Annum (As on date)

Mess Charges → Rs.2000/- Per Month (As on date)

IX. ADMISSION

- ❖ Number of seats sanctioned with the year of approval.→ **30**
- ❖ Number of students admitted under various categories each year in the last three years.

Course	Sanctioned Intake	Actual Admission batch 2018-19	Actual Admission batch 2017-18	Actual Admission batch 2016-17
MCA (LEET)	30	12	17	11
MBA	60	59	55	52

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

Year	Number of Applications Received under mgmt Quota		Admitted	
	MCA	MBA	MCA	MBA
2018-19	10	30	10	20
2017-18	10	25	10	20
2016-17	10	27	10	20

X. ADMISSION PROCEDURE

- ❖ Mention the admission test being followed, name and address of the Test Agency and its URL (website). **MET/PAMCAT-2009- conducted by Punjabi University Patiala**
- ❖ Number of seats allotted to different Test Qualified candidates separately [AIMCET/CET (State conducted test/University tests)/Association conducted test]: **85% Punjab Quota & 15% All India Quota**
- ❖ Calendar for admission against management/vacant seats: **As per IKG Punjab Technical University, Jalandhar**
 - Last date for request for applications: - **As per IKG Punjab Technical University – Jalandhar**
 - Last date for submission of application: -**As per IKG Punjab Technical University – Jalandhar**
 - Dates for announcing final results: **As per Admission Schedule of the university**
 - Release of admission list (main list and waiting list should be announced on the same day)
 - Date for acceptance by the candidate (**with in 3 days after counseling**)
 - Last date for closing of admission: - **As per the University**
 - Starting of the Academic session. – **13 July (or as per the university)**
 - 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: - as per the University & AICTE directions

XI. CRITERIA AND WEIGHTAGES FOR ADMISSION

- ❖ Describe each criteria with its respective weightages i.e. Admission Test, marks in qualifying examination etc.
- ❖ Mention the minimum level of acceptance, if any.
 - **For MCA : 10+2 (Math / Stat) +Bachelor Degree**
 - **For MBA :- Any Bachelor Degree**
- ❖ Mention the cut-off levels of percentage & percentile scores of the candidates in the admission test for the last three years. **This Minimum 75 marks obtained in the MET-2018 TEST**
- ❖ Display marks scored in Test etc. and in aggregate for all candidates who were admitted.

Admission process continue

Item No I - XI must be given in information brochure and must be hosted as fixed content in the website of the Institution.

XII. APPLICATION FORM

- ❖ Downloadable application form, with online submission possibilities.

XIII. LIST OF APPLICANTS

- ❖ List of candidates whose applications 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. **List Attached**

XIV. RESULTS OF ADMISSION UNDER MANAGEMENT SEATS / VACANT SEATS

- ❖ 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)
 - Library books → **6766**
 - Titles → **2150**
 - Journals → **27**
- List of online National/International Journals subscribed. **Not Available**
- E-Library facilities → **Available**

LABORATORY:

For each Laboratory

- List of Major Equipment/Facilities 116 Computers & LCD Screen Projector
Lab-I (51) 30 –Wipro Pentium - IV 2.8 GHz dual core computers and **21** P-III Computers, All Computer are connected with LAN connection, 1 laser, 2 DMP & 3 Inkjet Printers.
- **Lab-II 26** P-IV & PIII computers, Scanner, CD Writer, Web Camera etc & Laser, Inkjet & DMP printer all with LAN connectivity.
- **Lab-III 30** Core to dual with LCD screen all connectited with LAN connectivity
- List of Experimental Setup **As per Syllabus**

COMPUTING FACILITIES:

- Number and Configuration of Systems **116 Computers**
(30 core –2 due, 30 Dual Core, 6-P-IV & 50 P-III Computers in two different computer labs.)
- Total number of systems connected by LAN **All**
- Total number of systems connected to WAN **Nil**
- Internet bandwidth **2 Broadband internet connections with 512 kbps speed**
- Major software packages available: -
Red-Hat Linux, Windows –XP, Windows –2000 server, Windows –2000 Professional, Windows 98 SE, C++ suit, Borland C++, Visual Studio .Net, JAVA, Visual Prolog, Oracle 10G, Wing 2000, MS-Office –2000 & Tutorial on CDs

Special purpose facilities available

Games and Sports Facilities	→	<u>Available</u>
Extra Curriculum Activities	→	<u>Available</u>
Soft Skill Development Facilities	→	<u>Available</u>
Number of Classrooms and size of each	→	<u>9 (72 Sq.M)</u>
Number of Tutorial rooms and size of each	→	<u>3 (36 Sq.M)</u>
Number of laboratories and size of each	→	<u>3 (156 + 78 +78 Sq.M)</u>
Number of drawing halls and size of each	→	<u>N/A</u>
Number of Computer Centres with capacity of each	→	<u>N/A</u>
Central Examination Facility, Number of rooms and capacity of each	→	<u>Available</u>

(Classrooms are used for examinations)

Teaching Learning process **Lectures, seminar & GD**

- Curricula and syllabi for each of the programmes as approved by the University.→
IKG Punjab Technical University, Jalandhar
- Academic Calendar of the University → **Even Semester January to May**
Odd Semester August to December
- Academic Time Table → **As per the University Calendar**
- Teaching Load of each Faculty → **4 Lectures** (2 Theory & 2 Practical)
- Internal Continuous Evaluation System in place →
3 MST, Assignments, Class Tests, quizzes, GD & Attendance
- Students’ assessment of Faculty, System in place. **Yes**