

MANDATORY DISCLOSURE AS ON (31 August 2009)

I. NAME	GICTS College of Professional Education Mahadji Nagar, Shivpuri Link Road, Chirwai, Lashkar, Gwlaior (M.P.) Ph. : 0751-2448801, 02
II. NAME AND ADDRESS OF THE Principal	Dr. Surendra Maheshwari 11-A, New Shanti Nagar, Lashkar, Ph. : 0751-2327630
III. NAME OF THE AFFILIATING UNIVERSITY	Rajiv Gandhi Proudhyogiki Vishwavidhyalaya Air port bypass road, Gandhi Nagar, Bhopal Pin: 462036 Ph: 0755-2678890-92. Fax: 2678899 e-mail: www.rgtu.ernet.in

IV. GOVERNANCE

- Member of the board and their brief background

GICTS College of Professional Education is being run by Devi Ahilya Bai Uchcha Shiksha Samiti Gwalior the society has been established with a visionary effort of the chairman Mr. Uday Ghatge. The society right from the advent in 1989 till date has always followed the trends prevailing in market we have always associated our self only with the courses of great utility. Keeping in view the new technological trend the uselessness of old and conventional courses is hard to be ruled out, Today when every field is treated as an industry the education is not an exception. The education industry also needs to be handled professionally.

Board of Governors.

1. Mr. Uday Ghatge (Chairman)
2. Ms. Rohini Bhate (Secretary)
3. Mr. Nitin Kulkarni (Vice-Chairman)
4. Dr. B.M. Singhal (Member Secretary)
Principal GITS,
5. Dr. Suresh Sachdeva (Member)
Prof. Govt. S.L.P. College, Gwl
6. Dr. V.P. Tripathi (Member)
Deptt. Of Econimi, Dr. B.R.A. Univ., Agra
7. Dr. R.S. Jadon (Member)
Prof. MITS, Gwalior
8. Mr. Rajesh Sharma (Member)
9. Dr. Sanjeev Bhandari (Member)
Prof. Govt. S.L.P. College, Gwl
10. Dr. M.L. Mary (Member)
Bundelkhand Univ., Jhansi

- Frequency of the board meeting and the academic advisory body
Frequency of the Board Meeting and academic advisory – Every Three Months.
- Organizational chart and process
President/Secretary & members.
Director
|-----|-----|
HOD(CA) HOD(Mgmt.)
faculties faculties

Registrars/Sr. ADO
Office Assistant.
Governing body convey their decisions to the Director, who in turn communicates to HOD., the message goes down the lane to Faculty members & non-teaching staff. The same process is applicable for upward communication.
- Nature and extent of involvement of the faculty and student In academic affairs/improvements
1. Every class has class Representative (one boy and one girl), every semester two meetings are called and their feedbacks/ suggestion taken.
2. After session end, every student is given opportunity to submit feedback/ suggestion regarding faculty/ systems Institutions.
3. Online facilities is available to students for clearing their doubts.
- Mechanism/norms and procedure for democratic/ good governance
1. Management adopts open policy.
2. Students are given representation in Committees.
3. Feedback/Suggestions from students are taken care of .
4. Emphasis is given on explaining vision and mission of society.
5 Board members are in constant touch with all activities of college & remove all problems immediately.
- Student feedback on institutional governance on/ faculty performance
The form given below, is to fill by every student. without mentioning their names, at the end of every month, corrective steps/constructive steps are taken for governance and improvement in performance.

Students feedback form :

Part – 1

Attributes	Name of teacher
1. Knowledge	
2. Communication	
3. Regularity	
4. Question Handing	
5. Guidance	
6. Punctuality	

Part – II

1. Which teacher have inspired me the most and the reasons.
2. Area of Improveents.

Part – III

1. Which I like most
2. Which aspects needs improvement .

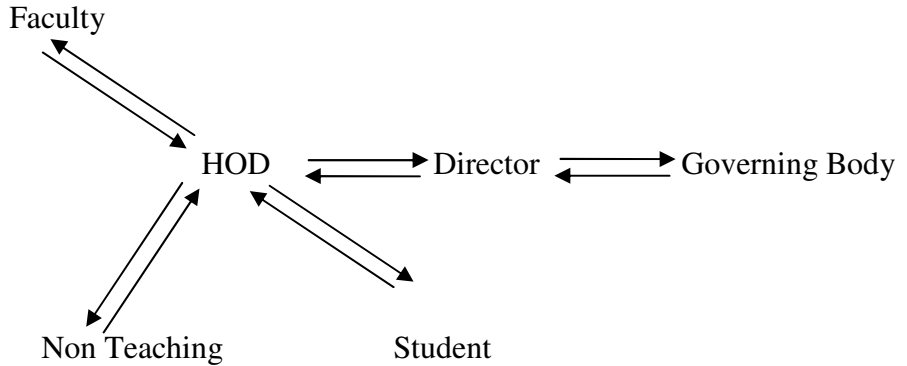
Part –IV

Give Comments -

1. Laboratory Staff-
2. Library

- Grievance redressed mechanism for faculty, staff and students

3. Administrative Staff
- Teaching
- Any grievance reported is resolved within 72 hours of reporting.
 - Grievance redressal flow chart is as follows.



3. For students grievance committee constitutes.
- Principle
 - Faculty members – 2
 - One boy & one girl student of each class.

The same committee looks after issues of ragging and takes appropriate measures.

4. For grievances of staff the committee consists of :
- Principle
 - Faculty Member One
 - One Representative of Managing Committee.

V. PROGRAMS

- Name of the programs approved by The AICTE

Name	No. of seats	Duration
MCA	60	3 years
MBA	60	2 years

- Name of the programs. Accredited by the AICTE

NIL

For each prog. The following details are to be given:

- Name
 - Number of seats
 - Duration
 - Cutoff marks / rank for admission during the last 3 years
 - Fee
 - Placement facilities
- Campus placement in the last three years with minimum salary, maximum salary and average salary.

MCA

60

03 Years

10+2+3 (Maths at any one level)

Tuition fee : As per Govt. norms

Yes

S.No.	Year	Name of the Company/Industry	Number of Students placed
1.	2005-06	V-Customer	02
2.	2005-06	Genpact GEC	05

3.	2006-07	TCS	04
4.	2006-07	Wipro	01
5.	20007-08	Wipro & TCS	08

- Name and duration of program 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: N/A
- Details of the foreign institution/ university: N/A
- Name of the University/ Institution N/A
- Address N/A
- Website N/A
- Is the institution/university accredited in its home country N/A
- Ranking of the institution/ university in the home country N/A
- Whether the degree offered is equivalent to an Indian degree? If yes, the name of the agency which has approved the 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 N/A
- Nature of collaboration N/A
- Conditions of collaborations N/A
- Complete details of payment a student has to make to get the full benefit of collaboration. N/A
- For each collaborative/affiliated programmed give the following: N/A
- Program focus N/A
- No. Of seats N/A
- Admission procedure N/A
- Fee N/A
- Placement facility N/A
- Placement records for last three years with minimum, maximum, and average salary N/A
- Whether the collaborative program 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
- Name MBA
- Number of seats 60
- Duration 2 Years
- Cutoff marks / rank for admission during the last 3 years N/A
- Fee Tuition fee : As per M.P. Govt.
- Placement facilities N/A
- Campus placement in the last three years with minimum salary, maximum salary and average salary. N/A
- Name and duration of program 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: N/A

- Details of the foreign institution/ university: N/A
- Name of the University/ Institution N/A
- Address N/A
- Website N/A
- Is the institution/university accredited in its home country N/A
- Ranking of the institution/ university in the home country N/A
- Whether the degree offered is equivalent to an Indian degree? If yes, the name of the agency which has approved the 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 N/A
- Nature of collaboration N/A
- Conditions of collaborations N/A

Complete details of payment a student has to make to get the full benefit of collaboration. N/A

- For each collaborative/affiliated programmed give the following: N/A
- Program focus N/A
- No. Of seats N/A
- Admission procedure N/A
- Fee N/A
- Placement facility N/A
- Placement records for last three years with minimum, maximum, and average salary N/A
- Whether the collaborative program 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 the faculty members:
- Permanent faculty (Ad-hoc faculties)

List of Faculty members appointed discipline wise with qualification, designation, date of joining.

List of Faculty members appointed discipline wise with qualification, designation, and date of joining.

Name of the Course	S. No	Name (s) of the Teaching Faculty	Designation (Lecturer/ Asst. Professor/	Qualifications with field of specialization with class / division of passing	Date of Birth	Experience a) Teaching b) Industry c) Research	Date of Joining the Institution	Gross total salary as on date with scale & Basic	PAN Number	P.F. A/c No.
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			Professor)	UG	PG	Doctorate		a	b	c		pay		
		Dr. Surendra Maheshwari	Director	B.Co m.	M.A. (Ecom.) & M.Co m.	Ph.D.	16-08-44	35	--	--	July 2007	37400 + AGP + SA	--	--
MCA	1.	Mr. C. S. Raghuvanshi	Asst. Professor	B.Sc.	M.Sc. (IT), M.Tec h.(IT)	--	14-07-79	04	--	--	28-10-04	37400 + AGP	--	--
	2.	Mr. Manohar Singh Kushwah	Lecturer	B.Sc.	MCA	--	10-10-73	01	--	--	01-08-08	15600 + AGP	--	--
	3.	Mr. R. K. Ramnani	Lecturer	B.Sc.	MCA	--	28-11-73	01	--	--	01-08-08	15600 + AGP	--	--
	4.	Mr. Anand Singh	Lecturer	BCA	MCA	--	12-02-82	02	--	--	06-09-06	15600 + AGP	--	--
	5.	Mrs. Prerna Chugh	Lecturer	B.Sc.	MCA	--	25-01-81	02	--	--	01-08-08	15600 + AGP	--	--
	6.	Mrs. Kamal Prabha Sharma	Lecturer	B.Sc.	M.Sc. (CS)	--	19-05-78	02	--	--	01-08-08	15600 + AGP	--	--
	7.	Mrs. Anita Sharma	Lecturer	--	M.A.	--	03-08-67	--	--	--	20-07-09	15600 + AGP	--	--
	8.	Mrs. Smita Sharma	Lecturer	B.Sc.	M.Sc.	Persui ng	25-09-79	7	1	--	20-07-09	15600 + AGP	--	--
	9.	Mr. Diwakar Dubey	Lecturer	--	MCA	--	03-08-86	6 m	--	--	01-08-09	15600 + AGP	--	--
	10.	Mr. Vikrant Singh Kushwah	Lecturer	--	MCA	--	08-04-83	6 m	--	--	01-08-09	15600 + AGP	--	--
	11.	Mr. Anvesh Singh	Lecturer	--	MCA	--	30-06-81	4 m	--	--	01-08-09	15600 + AGP	--	--
	12.	Mr. Shahnwaz Khan	Lecturer	--	MCA	--	08-10-85	--	--	--	01-08-09	15600 + AGP	--	--
MBA	13.	Ms. Garima Vitvekar	Lecturer	B.Co m.	MBA	Persui ng	12-01-82	02	--	--	18-08-08	15600 + AGP	--	--
	14.	Ms. Rashmi Jain	Lecturer	B.co m.	M.Co m.	Persui ng	21-08-81	02	--	--	22-08-08	15600 + AGP	--	--
	15.	Mr. Nitin Agrawal	Lecturer	B.Co m.	M.Co m.	Persui ng	04-04-74	06	--	--	20-08-08	15600 + AGP	--	--
	16.	Ms. Shweta Gupta	Lecturer	B.co m.	M.Co m., PGDB M	--	25-07-84	03	--	--	23-08-08	15600 + AGP	--	--
	17.	Ms. Monika Mittal	Lecturer	B.Sc.	MBA	Persui ng	05-07-77	05	--	--	20-07-09	15600 + AGP	--	--
	18.	Mr. Yogesh Atrey	Lecturer	B.Sc.	MBA	--	18-08-83	--	--	--	01-08-09	15600 + AGP	--	--
	19.	Mr. Nishant Singh	Lecturer	--	MBA	--	16-05-75	--	--	--	20-07-09	15600 + AGP	--	--
	20.	Mr. Atul Yadav	Lecturer	--	MBA	--	30-06-80	4	4	--	01-08-09	15600 + AGP	--	--

Note : Pay Scales

	Scale	Academic Grade Pay	Special Allowance
Principal	37400-6700	10,000	2,000
Professor	37400-6700	10,000	--
Associate Professor	37400-6700	9,000	--
Lecturer	15600-39100	6,000	--

Visiting faculty

Adjunct faculty

S. No.	Name	Department
1	Mr. Achyute	Lab Assistant
2	Mr. Juned Ali	Lab Assistant
3	Mr. Hashim Mansoori	Lab Assistant
4	Mr. Sandeep Singh Bhadoria	Lab Assistant
5	Mr. Manish Deo	Lab Assistant

6	Mr. Arvind Sharma	Lab Assistant
7	Ms. Madhu Shrivastava	Office Superintendent
8	Mr. Manish Ramani	UDC Clerk
9	Mr. Lalit Sharma	Sports Officer
10	Ms. Karuna Tomar	Assistant Librarian
11	Mr. Ram Bharadwaj	Stenographer
12	Mr. Madhusudan Gujar	Store Keeper
13	Mr. Sunny Kumar	Electrician
14	Mr. Amar Bahadur Thapa	Attendant

- Guest faculty
- Permanent faculty: Student ratio
- No. of faculty employed and left during the last three years.

Dr. R.S. Jadon

15:01

Year	2007	2008	2009
Employed	12	15	12
Left	11	07	

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

Name	:	Dr. Surendra Maheshwari
Date of Birth	:	06-08-1944
Academic qualifications	:	M.A. (Eco.), M.com., Ph.D.
(with field of specialization)		36 Years Teaching Experience

VIII. FEE

- Details of fee, as approved by state fee committee, for the institution.

For MCA :

S No.	PARTICULARS	Amount
1	Tution Fee	As per M.P. Govt.
2	Other Fee	550
3	Caution Money	--
4	University Fee (AI)	As fixed by university
5	University Fee (MP)	As fixed by university
6	Bus Charge	7,000/-

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

Yearly

- No. Of fee wavier granted with amount and name of students. NIL
- No. Of scholarships offered by the institute, duration and the amount NIL
- Criteria for the fee wavier/ scholarships. NA
- Estimated cost of the boarding and lodging in the hostels. NA

For MBA:

S No.	PARTICULARS	Amount
1	Tution Fee	As per M.P. Govt.
2	Other Fee	550
3	Caution Money	--
6	Bus Charge	7,000/-

Time schedule for payment of the fee for the entire program

Yearly

- No. Of fee wavier granted with amount and name o NIL
- No. Of scholarships offered by the institute, duration and the amount NIL
- Criteria for the fee wavier/ scholarships NA
- Estimated cost of the boarding and lodging in the hostels. RS 14000per Year

IX. ADMISSION

- Number of seats sanctioned with the year of approval. 60 (2003-04) MCA
60(2004-05) MCA
60 (2005-06) MCA
60 (2006-07) MCA
60 (2007-08) MCA
60 (2008-09) MCA
60 (2009-10) MCA
60 (2008-09) MBA
60 (2009-10) MBA
- Number of students admitted under various categories each year in the last three years. 2005-06 : 09 MCA
2006-07 : 32 MCA
2007-08 : 33 MCA
2008-09 : 26 MCA
2008-09 : 60 MBA
- Number of applications received during the last two years for admission under quota and number admitted. 2005-06 : --
2006-07 : --
2007-08 : --

X. ADMISSION PROCEDURE

- Mention the admission test being followed, name address of the test agency and its URL (website). VYAPAM, Bhopal
- Number of seats allotted to different test qualified candidates separately [AIEEE/CET (state conducted tests/ university tests)/ Association conducted test] Management Quota (NRI) : 15% of intake. 85% through Pre-MCA. 10+2+3 (Maths at any one level)
- Calendar for admission against management/ vacant seats: Converted to MP quota.
- Last date for request of application N/A
- Last date for submission of application N/A
- Dates for announcing final results N/A
- Release of admission list (main list and waiting list should be announced on the same day) N/A
- Date for acceptance by the candidate (time given should in no case be less than 15 days). N/A
- Last date for closing of admission N/A
- Starting of the admission session N/A
- Waiting list should be activated only on the expiry of date of main list. N/A
- The policy of refund of the fee, in case of withdrawal, should be clearly notified. As per Govt. rule.

XI. CRITERIA AND WEIGHTAGES FOR ADMISSION

<ul style="list-style-type: none"> • Describe each criteria with its respective weight ages i.e. Admission test, marks in qualifying exams etc. 	Management Quota (NRI) : 15% of intake. 85% through Pre-MCA. 10+2+3 (Maths at any one level)	Merit list of State Entrance Test.
<ul style="list-style-type: none"> • Mention the minimum level of acceptance, if any. 	(10+2) With PCM	Graduation
<ul style="list-style-type: none"> • Mention the cut-off levels of percentages & percentile scores of the candidates in the admission test for the last three years 	Pre-MCA – 0%	N.A.
<ul style="list-style-type: none"> • Display marks scored in the test etc. And in aggregate for all candidates who were admitted. 		N.A.

XII APPLICATION FORM

XIII. LIST OF APPLICANTS

List of applicants whose applications have been received along with percentile/percentage scores for each of the qualifying examinations in separate categories for open seats. List of candidates who have applied along with

For open seats admissions are through DTE Bhopal. therefore applications are not received at the institute.

percentage and percentile score for management quota seats.

XIV. RESULTS OF ADMISSION UNDER MANAGEMENT SEATS/VACANT SEATS

- Composition of selection team for admission under management quota with the brief profiles of the members (this information be made available in the public domain after the admission process is over). Selection team consist of senior faculty & headed by the Director/ Principal
Principal 01
Proff. 01
Member(OA)

XV. INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE LIBRARY:

- Number of Library book /Titles/Journals available (Programwise)
- List of Online National/International Journals subscribed
- E-Library facilities
- LABORATORY:
- For each Laboratory

Program	MCA	MBA
Title	456	3046
Books	389	3454
Journals	12	30

Yes

List of Major Equipment / Facilities

S.No	Name of the Course	Name of the laboratory/workshop	Total Area of lab/workshop	Major equipment
1.	MCA	Computer Lab	150 Sq. mt.	Computer Systems : 45 P-IV Printers : 09
2.	MCA	Computer Centre	150 Sq. mt.	Computer Systems : 45 P-IV
3.	MBA	Computer Lab	150 Sq. mt.	Computer Systems : 60 P-IV Printers : 06

List of Experiments As per University Syllabus

COMPUTING FACILITIES(For MBA)

- | | | |
|--|--------------------|-------------------|
| • Number and Configuration of Systems | For MBA
60, PIV | For MCA
90 PIV |
| • Total number of systems connected by LAN | 50% | 50% |
| • Total number of systems connected by WAN | 50% | 50% |
| • Internet bandwidth | 1 MB | 1 MB |
| • Major software packages Available | 8 | 8 |

Information regarding Licensed Software Purchased in the Institution.

Sr.No.	Name of Software	Version	License No.	Cost
1	MS Office 2700 25 user license copy	2007	Serial No. :	142375/-

			WWGXY – 2V5X9 – C3FF9- J39JF-2WEDX	
2	Windows Vista OEM with TOSHIBA LAPTOPS Preloaded		Serial No. : YFKBB-PQJ JV- G996G- WWGXY- 2V3X7	Cost included in LAPTOP COST
3	Norton ANTIVIRUS OEM with ACER Desktops free			Free with desktop machines
4	Adobe Reader			Free
5	Windows Server 2003	2003	Serial No. : C4HH9-J98JF- WDWQW- GGTDW- 49XWD	23675/-
6	Quick Heal Antivirus (Server)			7625/-
7	Linux 9.0			Free with machines
8	Turbo C++			Free with machines

- Special purpose facilities available

WORKSHOP:

Games and Sports Facilities

Extra Curriculum Activities

Soft Skill Development facilities

Available out-door indoor games facilities under the supervision of qualified sport officer.

Cultural activities, Literary activities during annual function facilities exists.

Facilities exists

FOR MCA

Number of Classrooms and size of each

3 (66 sq. mt. each)

Number of Tutorial rooms and size of each

2 (36 sq. mt. each)

Number of laboratories and size of each

1 (150 sq. mt.)

Number of drawing halls and size of each

--

Number of Computer Centers with capacity of each

1(150 sq. mt.)

Central Examination Facility, Number of rooms and capacity of each.

Yes, room size as per class rooms

For MBA

Number of Classrooms and size of each

2 of size 67 sq. m.

Number of Tutorial rooms and size of each

2 of size 67 sq. m.

Number of laboratories and size of each

NIL

Number of Conference halls and size of each

3 of size 50 sq. m.

Number of Computer Centers with capacity of each

1 of size 150 sq.m.

Central Examination Facility, Number of rooms and capacity of each.

Yes room size as per class rooms

Teaching Learning process

Curricula and syllabi for each of the programme as approved by the University

Yes followed

Academic Calendar of the University

As per University

Academic Time Table	As per University programme
Teaching Load of each Faculty	In periods per week
	HOD: 08-12
	Asstt. Prof. 12-18
	Lecturer: 18-24
Internal Continuous Evaluation System and place	Surprise class tests are taken to evaluate
Students assessment of faculty, System in place	Confidential assessment taken from students.
For each Post Graduate programme give the following:	
i. Title of the programme	MBA
ii. Curricula and Syllabi	As per University
iii. Faculty Profile	Bio-data enclosed
Brief profile each faculty	Enclosed
Laboratory facilities exclusive to the PG programme	Enclosed
Special Purpose	
Software, all design tools in case	Listed Above
Academic Calendar and framework	As per university
Research focus	NA
List of typical research projects	
Industry Linkage	Yes
Publications (if any) out of research in last three years	NA
out of masters projects	
Placements status	NA
Admission procedure	As per govt.
Fee Structure	As per govt.
Hostel Facilities	Available
CONTACT ADDRESS OF CO-COORDINATOR OF	Mr. C. S. Raghuvanahi
THE PG PROGRAMME	(H.O.D Computer Applications Deptt.)

Principal