

MANDATORY DISCLOSURE AS ON (31 August 2008)

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
- Organizational chart and process

Frequency of the Board Meeting and academic advisory – Every Three Months.

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
- Mechanism/norms and procedure for democratic/ good governance
- Student feedback on institutional governance on/ faculty performance

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.
 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.
- 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
<ol style="list-style-type: none"> 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 .

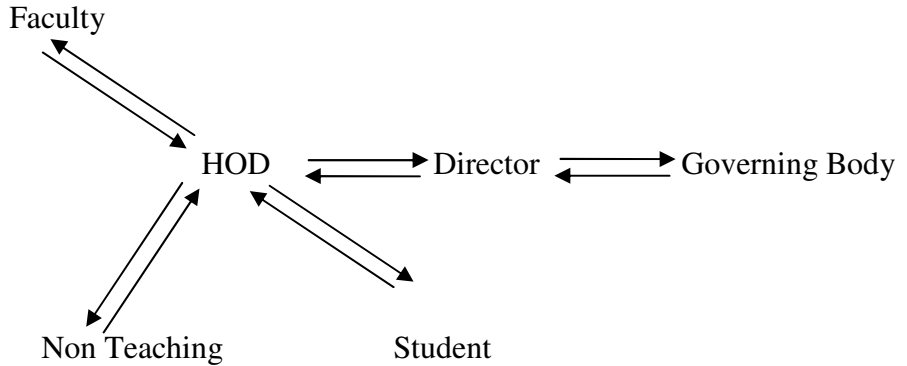
Part –IV

Give Comments -

1. Laboratory Staff-
2. Library

- Grievance redressed mechanism for faculty, staff and students

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



- 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.

- 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

MCA & MBA

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: MCA
- Number of seats: 60
- Duration: 03 Years
- Cutoff marks / rank for admission during the last 3 years: 10+2+3 (Maths at any one level)
- Fee: Tuition fee: 20,000/- per year.
- Placement facilities: Yes
- Campus placement in the last three years with minimum salary, maximum salary and average salary: **
- 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	
• 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 16 th 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	
• 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/ Professor)	Qualifications with field of specialization with class / division of passing			Date of Birth	Experience			Date of Joining the Institution	Gross total salary as on date with scale & Basic pay	PAN Number	P.F. A/c No.
				UG	PG	Doctorate		a	b	c				
MCA		Dr. Surendra Maheshwari	Director	B.Co m.	M.A. (Ecom .) & M.Co m.	Ph.D.	16-08-44	35	--	--	July 2007	19,400/-	--	--
	1.	Mr. C. S. Raghuvanshi	Asst. Professor	B.Sc.	M.Sc. (IT), M.Tec h.(IT)	--	14-07-79	04	--	--	28-10-04	12,000/-	--	--
	2.	Mr. Manohar Singh Kushwah	Lecturer	B.Sc.	MCA	--	10-10-73	01	--	--	01-08-08	8000/-	--	--

	3.	Mr. R. K. Ramnani	Lecturer	B.Sc.	MCA	--	28-11-73	01	--	--	01-08-08	8000/-	--	--
	4.	Mr. Nitin Sahu	Lecturer	B.E. (CS)	--	--	23-11-85	--	--	--	01-08-08	8000/-	--	--
	5.	Mr. Ashish Soni	Lecturer	B.E. (CS)	--	--	11-06-86	--	--	--	01-08-08	8000/-	--	--
	6.	Ms. Amrita Sharma	Lecturer	B.E. (CS)	--	--	14-12-86	--	--	--	01-08-08	8000/-	--	--
	7.	Mr. Rajesh Sharma	Lecturer	--	MCA	--	05-06-73	05	--	--	01-08-08	8000/-	--	--
	8.	Ms. Preeti Yadav	Lecturer	--	MCA	--	10-12-86	02	--	--	01-08-08	8000/-	--	--
	9.	Mr. Anand Singh	Lecturer	BCA	MCA	--	12-02-82	02	--	--	06-09-06	8000/-	--	--
	10.	Mr. Shailendra Singh Bhadouria	Lecturer	B.E. (IT)	--	--	24-04-83	02	--	--	01-08-08	8000	--	--
	11.	Mrs. Prerna Chugh	Lecturer	B.Sc.	MCA	--	25-01-81	02	--	--	01-08-08	8000/-	--	--
	12.	Mrs. Kamal Prabha Sharma	Lecturer	B.Sc.	M.Sc. (CS)	--	19-05-78	02	--	--	01-08-08	8000/-	--	--
MBA	13.	Ms. Shweta Gupta	Lecturer	B.co m.	M.Co m., PGDB M	--	25-07-84	03	--	--	23-08-08	8000/-	--	--
	14.	Ms. Garima Vitvekar	Lecturer	B.Co m.	MBA	--	12-01-82	02	--	--	18-08-08	8000/-	--	--
	15.	Ms. Rashmi Jain	Lecturer	B.co m.	M.Co m.	--	21-08-81	02	--	--	22-08-08	8000/-	--	--
	16.	Mr. Nitin Agrawal	Lecturer	B.Co m.	M.Co m.	--	04-04-74	06	--	--	20-08-08	8000/-		

Visiting faculty

Adjunct faculty

S. No.	Name	Department
1	Mr. Manish Prajapati	Lab Assistant
2	Mr. Juned Ali	Lab Assistant
3	Mr. Hashim Mansoori	Lab Assistant
4	Ms. Bhakti Priya	Lab Assistant
5	Ms. Madhu Shrivastava	Office Superintendent
6	Mr. Manish Ramani	UDC Clerk
7	Mr. Rajeev Sharma	Sports Officer
8	Ms. Karuna Tomar	Assistant Librarian
9	Mr. Ram Bharadwaj	Stenographer
10	Mr. Madhusudan Gujar	Store Keeper
11	Mr. Naresh	Electrician
12	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
Employed	12	11
Left	11	

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) 35 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	3500/- + 1250/-
3	Caution Money	--
4	University Fee (AI)	As fixed by university
5	University Fee (MP)	As fixed by university
6	Bus Charge	3,000/-

- 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	1250 + 3500
3	Caution Money	--
6	Bus Charge	3,000/-

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 (2008-09) MBA
- Number of students admitted under various categories each year in the last three years. 2005-06 : 09
2006-07 : 32
2007-08 : 33
- 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 percentage and percentile score for management quota seats.

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

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	300	319
Books	1317	1454
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
2.	MCA	Computer Centre	150 Sq. mt.	Computer Systems : 45 P-IV

List of Experiments As per University Syllabus

COMPUTING FACILITIES(For MBA)

• Number and Configuration of Systems	For MBA 30, 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. : WWGXY – 2V5X9 – C3FF9- J39JF-2WEDX	142375/-
2	Windows Vista OEM with TOSHIBA LAPTOPS Preloaded		Serial No. : YFKBB-PQJIV- 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

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

Cultural activities, Literary activities during annual

Soft Skill Development facilities	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	1 of size 67 sq. m.
Number of Tutorial rooms and size of each	1 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 Students assessment of faculty, System in place	Surprise class tests are taken to evaluate 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 out of masters projects	NA
Placements status	NA
Admission procedure	As per govt.
Fee Structure	As per govt.
Hostel Facilities	Available
CONTACT ADDRESS OF CO-COORDINATOR OF THE PG PROGRAMME	Mr. C. S. Raghuvanahi (H.O.D Computer Applications Deptt.)

Principal