

ISHAN INSTITUTE OF MANAGEMENT & TECHNOLOGY
MANDATORY DISCLOSURE REGARDING MANAGEMENT PROGRAMMES

1.

Name of the Institution

Ishan Institute of Management and Technology

Address: Plot- No-2, Knowledge Park-I, Greater Noida

Distt. G.B.Nagar, U.P

Telefax: 0120-2326024-25, 2322726-27

E-mail: ishan_corporate@yahoo.com, info@ishanfamily.com

I.

Name & Address of the Director

Dr. D. K. Garg

Director

Address: Plot- No-2, Knowledge Park-I, Greater Noida

Distt. G.B.Nagar, U.P

Telefax: 0120-2326024

E-mail: drdk_garg@yahoo.com

II.

Governance

G.1. Members of the Board and their background : .

Sl. No	Name	Designation	Brief Background
1.	Smt. Neetu Garg Scientist	President	She is a Computer Scientist. She looks after the IT Department.
2.	Smt. Usha Agarwal	Vice President	She monitors corporate relations for the students.
3.	Er. O. P. Agarwal	General Secretary	An engineer by qualification, he looks after the civil matters, infrastructural facilities.
4.	Sh. Prem Chand	Treasurer	He is a business man and monitors the finance matters of the institute.
5.	Dr .D.K Garg, Ph.D,FCA,LLB, D. Litt. Submitted	Member	Dr. D. K. Garg, an academican associated with various academic bodies.
6	Sh. Ashok Jain, Managing Director – Himani Finlease & Hire Purchase Ltd, New Delhi	Member	Leading Financial Consultant of New Delhi.
7.	Sh. Atul Jain, Financial Consultant	Member	Leading Financial Consultant & academican.
8.	Sh. K.D. Agarwal, FCA	Member	Leading Financial Consultant & Academican.
9.	Mr. Tushar Arya	Member	He monitors IT Department.

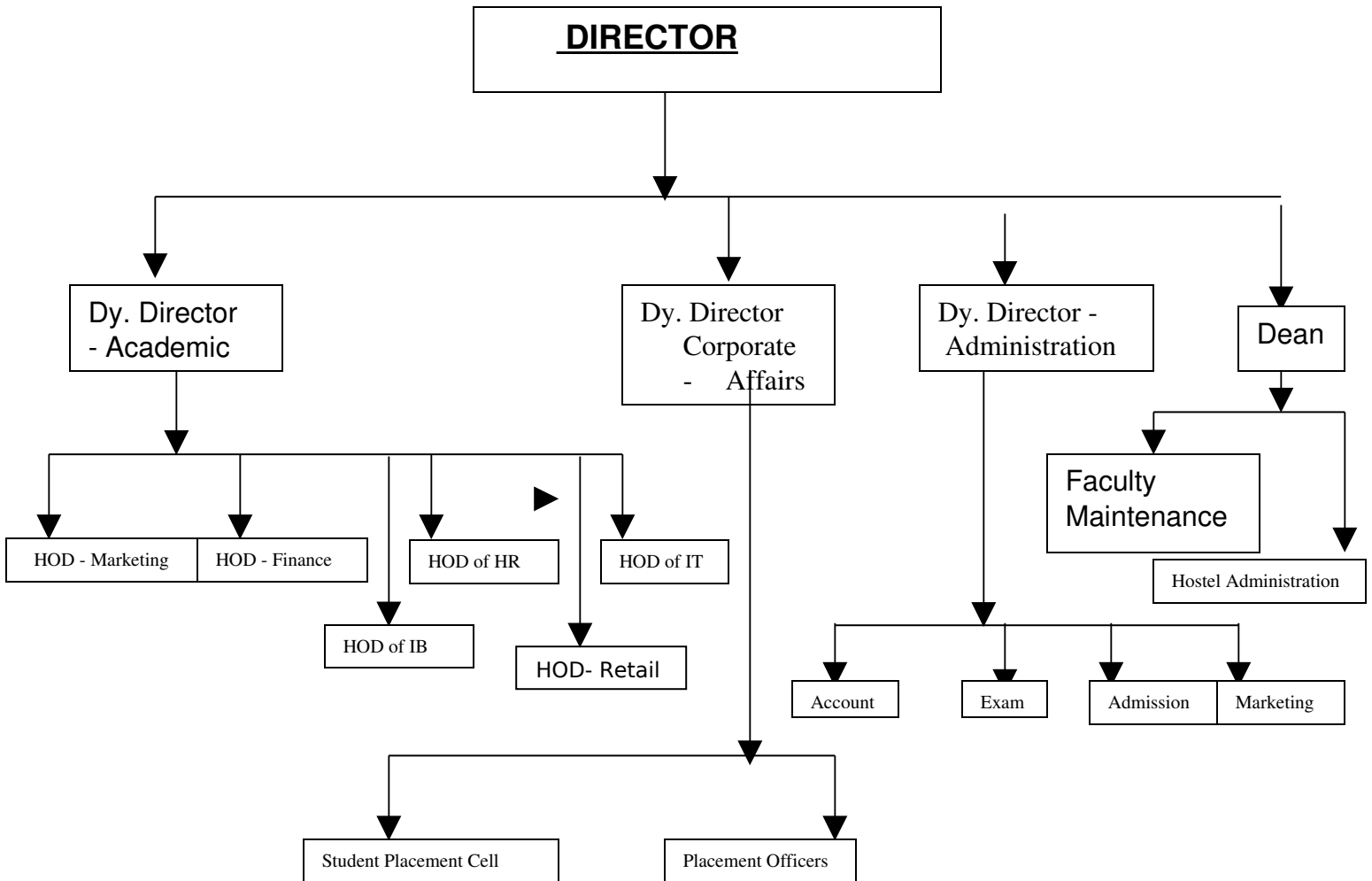
G.2. Members of Academic Advisory Body :

S. No.	Name	Brief Profile
Chief Patron :		
1.	Shri K. C. Pant	Former Vice Chairman , Planning Commission Govt. of India
Director :		
2.	Dr. D. K. Garg FCA, LLB, Ph.D., D.Litt. Submitted	Leading Chartered Accountant and Educationist
General Secretary :		
3.	Er. O. P. Aggarwal	Leading Civil Engineer
Members :		
4.	Padam Vibhusan Prof. M. G. K. Menon	Chairman, IIT- N. Delhi
5..	Sh. Kamal Faruqui FCA	Chairman, Minority Commission, Govt. of Delhi, Delhi
6.	Sh. Suneel Maggo FCA	Member, Central Direct Taxes Advisory Committee, Govt. of India
9.	Sh. Praveen Bansal LLB, FCA	Member, Income Tax , Appellate Tribunal, Govt. of India
10.	Sh. S. S. Agarwal	Managing Director, Bikanerwala Group, New Delhi
11.	Dr. Sunil Gulati FCA	Ex-member –Central Council, ICAI , New Delhi
12.	Sh. C. S. Nanda FCA	Central Council Member, ICAI, N. Delhi
13.	Dr. R. K. Kalra	Professor & HOD (Retd.) MMH College, Ghaziabad
14	Mr. R. K. Singh	Corporate Advisor – Salora International Ltd., N.Delhi
15	Sh. Anuj Goyal FCA, LLB, ACS, AICWA	Member Central Council, ICAI, New Delhi
16.	Sh. C.M. Krishna	Hony. Advisor PHD Chamber of Commerce
17.	Sh. Pramod Athaley	Ex. Corporate Advisor, Emami Group
18.	Justice D. R. Sehgal	Sp. Metropolitan Magistrate, Kakardoma Court, Delhi

G.3. Frequency of the Board Meetings and academic advisory Board

: The Board of Governors meets twice a year. The sub-committee of the Board of Governors meet frequently. The Advisory Board meets at least once in a year.

G.4. Organizational chart and processes :



G.5. Nature and Extent of involvement of faculty and students in academic affairs/improvements :

Faculty:

1. Suggestion about Curriculum
2. Suggestion for publication of Journals and Magazines
3. Internal Assessments
4. Students- Parents Interaction

5. Preparing of study materials
6. Compilation of case studies
7. Publication of Journals and news letters
8. Student's welfare activities.
9. Organizing cultural programme, guest lectures, debates etc.
10. Industry Interaction & organizing seminars

Students:

1. Student Placement Committee for training & placement of students
2. Sports Committee for in-house and inter college sports tournaments
3. Cultural Committee for organizing various cultural programs held at institute as well as participation in other institutions.
4. Academic Affairs i.e. Class Representative , Subject Representative
5. Research & Publication Cell for Daily newsletter – Good Morning Ishan, contribution of articles in Magazine publishing by the Institute.
6. Mess Committee
7. In industrial tour for coordinating plants' visit.
8. Hostel Committee for support of efficient administration at Campus.
9. A committee for Extra-Curricular Activities under which students organize Debate, Quiz, Group-Discussion, Extempore etc.

III.

Programmes

- ❖ Name of the Programmes (Full Time) approved by the AICTE : **PGDM, PGDM (MM), PGDM (IB), PGDM (HR), PGDM (Finance), PGDM (Retail)**
- ❖ Name of the Programmes (Part Time) approved by the AICTE. **PGDM 3 Years**
- ❖ Name and duration of programme(s), if any, not approved by AICTE and being run in the same campus : Nil
- ❖ For each Programme the following details are to be given :

• Name	No. of Seats	Duration
PGDM(BM)F/T	120	2 Years
PGDM(MM)F/T	120	2 Years
PGDM(IB)F/T	30	2 Years
PGDM (HR) F/T	60	2 Years

PGDM (Finance) F/T	30	2 Years
PGDM (Retail) F/T	30	2 Years

- Cut off marks for admission in PGDM Courses during the last 2 years : 45% in Graduation (Relaxation of 5% for specific category)
- **Fee** : For all management programmes :
Year 2008-09 and Year 2009-10
: Rs. 2,18,000/- for two years programmes
& Rs. 2,98,000/- for Company/NRI or NRI sponsored category

***Placement Facilities :**

Support through Placement Cell of the Institute,
Placement brochure of institute is sent to different companies,
continuous liaison with Industries,
Through Chartered Accountants
Industry Associations,
Ishan HRD Network,
Alumni Network,

* Campus placement in last two years for PGDM Course with minimum salary, maximum salary and average salary :

In year 2008-09

- Total 212 students were selected in 128 companies.
- Min. salary offered to students : Rs. 8.000/-Per Month
- Max. salary offered to students : Rs. 2.2 lacs per annum Approx.
Company Name : Accenture, Noida
- Average salary offered Rs. 10000/-Per Month

S. No.	Name of Company/Organisation	No. of Students Placed
1	Aaclyaa Interlink Pvt. Ltd.	1
2	Aargee Contract Pvt. Ltd.	1
3	Accenture	1
4	All e Technologies	1
5	Ansh IT Services	1
6	Ashoka International	1
7	Astha Packaging	3

8	Bagghi Placement Pvt. Ltd.	2
9	Bansal Hospital	1
10	Barclays Shares Services Pvt. Ltd.	3
11	Bhaskar Industry Ltd.	2
12	CADD Centre Training Service	2
13	Caliber Outsourcing Service	1
14	Canvera Digital Technologies Pvt. Ltd.	3
15	Carnation Auto India Pvt. Ltd.	2
16	Cera Sanitaryware Ltd.	1
17	Clear Concept	1
18	Commander Watertech Pvt. Ltd.	1
19	Compare Infobase Ltd.	1
20	Computer Junction Pvt. Ltd.	2
21	Corporate IQ	2
22	Cybex Exim Solution pvt. Ltd.	2
23	Decon Infrastrfucture Pvt. Ltd.	2
24	Empire Management	2
25	Ess Dee Nutek Infities P. Ltd.	1
26	Fantasy Lights	2
27	FCS Software techniques	3
28	Focus Energy Ltd.	1
29	FTI Software Solutions	2
30	G & T Corporation	1
31	Galaxy Management Services	3
32	Ganpati Mobile Sales & Communication	1
33	GETIT Infoservices Pvt. Ltd.	2
34	GNG Trading Company Pvt. Ltd.	2
35	Godrej Hicare Ltd.	1
36	Green Tree Advisory Services	1
37	HCL BPO Services Ltd.	1
38	HDFC Bank Ltd.	4
39	HDFC Standard Life Insurance	3
40	I Energiser Pvt. Ltd.	4
41	IBM Daksh Business Process Service	1
42	ICICI Prudential Life Insurance	4
43	iGate Global Solution	6
44	IIT Computer Education Ltd.	1
45	Indian Technomac	1
46	Indico Pharmaceuticals	1
47	Indusmind Technology	1
48	Infotree Services	1

49	Interec IT Global	1
50	Ishan Institute of Mgt.	4
51	Jai Drinks Pvt. Ltd.	1
52	Janak Positioning & Surveying Sys. P. Ltd.	1
53	Just Dial Pvt. Ltd.	3
54	K. P. Buildcon Pvt. Ltd	2
55	K.S. Infosystem Pvt. Ltd.	1
56	K.V. Aromatics Pvt. Ltd.	2
57	Kanwal Industrial Corporation (Easyflex)	3
58	Kotak Mahindra Bank	1
59	LG Electronics	1
60	Lupin Ltd.	4
61	M D everywhere	1
62	Ma Foi Management Consutant Ltd.	1
63	Mahindra Club Holidays	2
64	Max Newyork Life Insurance	5
65	Medley Entertainment	1
66	Medors Biotech Pvt. Ltd.	1
67	Morpheus human consulting pvt. Ltd.	1
68	MRC Logistic (India) Pvt. Ltd.	4
69	Multiplies	1
70	Next Step Solutions	1
71	NIIT UNIQUA	1
72	Om Logistics	3
73	OM Tara Packaging Solution	1
74	Panacea Biotech Ltd.	1
75	Panchsheel Stock Broker	1
76	Pelsoft Pvt. Ltd.	1
77	Pier-one Constructions Pvt. Ltd.	2
78	Poddar Exports	1
79	Prateek Buildtech India Pvt. Ltd.	1
80	Promoworks	1
81	QuickNsafe Ltd.	1
82	Radiant Hardware	2
83	Religare Enterprises Ltd.	2
84	Religare Entertainment Ltd.	1
85	RM Human Capital Dev. Credit Bank	1
86	Roop Polymers Ltd.	1
87	SCAC	1
88	Scom Technologies Pvt. Ltd.	1

89	Shree Bhanudasjee Minerals Pvt. Ltd.	1
90	Shrimankar Gas Car Service Pvt. Ltd.	2
91	Shriram General Insurance	1
92	Simple Solutions	3
93	Sky Info Technologies	4
94	SMC Global	1
95	SMD Consultants	1
96	Software Solution pvt. Ltd.	5
97	Solutions Digitas	3
98	Spinks India (p) Ltd.	3
99	SPS Technologies	3
100	Sri Vandana Group	1
101	State Bank of Patiala	1
102	Steel Scaff India Pvt. Ltd.	1
103	Stock Brain Net Ltd.	2
104	Stylzon	1
105	SV Developers Pvt. Ltd.	1
106	Swastick Tubes pvt. Ltd.	1
107	Technology Advisory & Intergration	1
108	Texpert Corporate Advisory Service	1
109	Thomas International Pub. Co. India Pvt. Ltd	1
110	Tiger Logistics (SCAC)	1
111	Ujala Pumps (Pvt) Ltd.	1
112	Ujjivan Finacial Service Pvt. Ltd.	1
113	Unicon Securities pvt. Ltd.	2
114	Unicon Solution Pvt. Ltd.	1
115	Unicorn Leather India Pvt. Ltd.	1
116	Unicorn Medident Pvt. Ltd.	1
117	Unique Infoway Pvt. Ltd.	1
118	Venture Soft	1
119	Vinayaka Group	2
120	Visionet Information Solution pvt. Ltd.	1
121	Vrindavan Beverages Pvt. Ltd.	1
122	Well India	1
123	Win Medicare Pharma	2
124	XL Telecom & Energy Ltd.	1
125	Bestochem India Ltd.	1
126	Eroads Technology	1
127	MSP Sponge Iron Ltd.	1
128	BVI HR Practice Pvt. Ltd.	1

	Total =	212
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In Year 2007-08 :

- a. Total 210 students were selected in 75 companies.
- b. Min. salary offered to students : Rs. 8.500/-Per Month
- c. Max. salary offered to students : Rs. 3.25 lacs Per Annum
Company Name: Essar Oil Limited, Mumbai
- d. Average salary offered : Rs. 12000/-Per Month

S.No	NAME OF COMPANY / INDUSTRY	NO. OF STUDENTS PLACED
1	Sky Info Technologies	1
2	Denave India Pvt Ltd	1
3	Manas Rekha Consultants	2
4	Fountain Head Solutions Pvt Ltd	2
5	Bio Infoformatics Institute Of India	1
6	R.R.Equity Brokers Pvt Ltd	1
7	India Mart	5
8	Myred Capita Pvt Ltd	1
9	Amazing job	1
10	Vinty Impex	1
11	GRM Infosoft Pvt Ltd	1
12	Axis Bank	6
13	Orange Impex Pvt Ltd	1
14	Bajaj Capital Ltd	7
15	Bajaj Allainz Insurance	5
16	Aegis	2
17	IFFCO Tokio General Insurance CO.Ltd	5
18	a a Telecall(P) Ltd	1
19	Tata Teleservices Ltd	1
20	Arrow Webtex Ltd	1
21	Barclays Bank PLC	5
22	Bhartiata Life Insurance	5
23	CA Rajendra Kumar Agarwal & Co.	1
24	Max New York Life	4
25	Kotak Mahindra Old Mutual Life Insurance Ltd	2

26	Euclid Infotech Pvt Ltd	1
27	Reliance Digital Retail Ltd	3
28	Trozens Appco Marketing (India) Pvt Ltd	2
29	S.B.I.Life Insurance	4
30	DNA Computech (India) Pvt Ltd	6
31	India Bulls	1
32	Hindustan Times	5
33	Greenbucks Comtrade Pvt Ltd	4
34	ABACUS Technology	2
35	Ameya Dyechem Pvt Ltd	2
36	RR Investors Capital Services Pvt Ltd	1
37	Financial Software & Systems (P) Ltd	1
38	Rohan Motors	2
39	Aviva Life Insurance CO India Ltd	4
40	IndiaMART InterMESH Ltd	6
41	GETIT Infoservices Ltd	1
42	Reliance Money	2
43	Flex Industries Ltd	2
44	Revival Group	5
45	Scaling Heights	1
46	Lakshya HR Solutions	2
47	Genpact	2
48	Deewan Radios Pvt Ltd	2
49	AMR Infrastructure Ltd	2
50	ICICI Direct	2
51	Cease Fire Industries Ltd	2
52	Religare Securities Ltd	5
53	Dharampal Satyapal Ltd	2
54	Bharti Airtel Service Ltd	15
55	ICICI Bank Ltd	5
56	Bank Of America Continuum Solution Pvt Ltd	2
57	ARICIA India International Pvt Ltd	2
58	East India Technologies (P) Ltd	5
59	Magnum Resources Pvt Ltd	2
60	Bharti Axa Life Insurance Company Ltd	2
61	HSBC Bank	4
62	Planman Consulting	2
63	Fineman Consulting Pvt Ltd	2
64	Hongkong Shanghai Banking Corporation Ltd	1
65	Onicra Share Trading Agencies of India Ltd	4
66	Onicra Credit Rating Agency of India Ltd	2

67	Global Logistics Solutions (India) Pvt Ltd	2
68	Tata AIG Life Insurance Co Ltd	12
69	CMYK Multimedia	2
70	Haier Appliances (India) Pvt Ltd	2
71	Spadeworkz Consultant	1
72	Green City Buildtech Ltd	2
73	HCL Infosystems Ltd	1
74	SBI Bank	1
75	Honda Set	2
	TOTAL :	210

- ❖ 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 : **NIL**

Details of the Foreign Institution/University: **NIL**

- 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.

: Equivalency of All approved PGDM Programmes with MBA

has been granted by AICTE

- Nature of Collaboration : Nil
- Conditions of Collaboration : N.A.
- Complete details of payment a student has to make to get the full benefits of collaboration. : N.A.

- ❖ 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

-- Not Applicable

- ❖ 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.

-- Not Applicable

IV. FACULTY

- ❖ Number of faculty members:
 - Permanent faculty : 50
 - Visiting faculty : None
 - Adjunct faculty : Nil
 - Guest faculty : 20

I. Permanent Faculty : Annex-1

II. Visiting Faculty : None

III. Guest Faculty : Annex -2

IV. Adjunct Faculty : None

- ❖ Number of faculty employed and left during the last two years
 - Appointed - 68
 - Left - 37

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

- **Name** : Dr. D.K.Garg
- **Qualification with field of Specialization**
 - o UG : B.Com.
 - o PG : FCA, LLB
 - o Doctorate : Ph.D., D.Litt. Submitted
- **Total Experience** : 20
- **Age** : 47 Yrs.
- **Date of joining the Institution** : 25.05.1995
- **Duration of employment at the Institute** : 15 Yrs.
- **Papers Published** : 5 Years
- **Research Projects** : Guide of More than 1500 research projects.
- **Papers Presented** : Papers presented in 42 at National /International Seminars.

- **Memberships as:**

- President, Consortium of Autonomous Management Institutions, New Delhi
- President, Association of Greater Noida Institutions
- General Secretary, U.P. Trade Association, Noida Zone
- Member, Indian Industry Association
- Member, Noida Golf Club, Noida
- Member, Indian Society for Socialist Studies
- Ex. Member, Board of studies, ICAI, N. Delhi
- Ex. Member, Executive Council, MJP Rohilkand University, Bareilly

- **Present Engagements :**

1. Director, Ishan Institute of Management and Technology, Greater Noida

- **Awards :**

- Best Institution Builder Award by Vice Chancellor, DR. B.R. A. University, Agra in Year 1999
- Shaheed Bhagat Singh Award for developing Best Institute by Sh. Narsimha Rao, Ex. P.M. of India in 2003
- Award of Honour by Distt. Ghaziabad Police in 2003
- Award of Honour by Distt. Gautam Budh Nagar Police in 2003
- Citation on Republic Day for Personality Development Programme for Distt. G.B. Nagar Police Officers in 2003
- First Citizen Award of Distt. G.B. Nagar by U.P. Journalist Association in 2004
- Dr. S. Radhakrishanan Smriti National Teacher Award by Akhil Bhartiya Swatantra Patrakar & Lekhak Sangh, Delhi in 2004

❖ Whether student assessment of faculty is in force :--

Yes. Last week of every month a meeting is held between Student's Representatives i.e. Class Representative, Subject Representatives of different subjects and Director. The student submit monthly progress report mentioning the syllabus covered and feedback of the faculty, and on the basis of their report appropriate action is taken in this regard. Students have free access to the Director any time during office hour to discuss their problems without any fear.

V.

FEE :

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

Fixing of Fee of the PGDM Programme by State Fee Committee is in process .

- ❖ Time schedule for payment of fee for the entire programme :
Total Payment of fee is in three installments.
 - I. Tuition Fee including all academic charges for PGDM Courses(Two years Full-Time Courses)in Normal Category- Rs. 2,18,000/-
 - a. First Installment : Rs. 73,000/- at the time of admission
 - b. Second Installment: Rs. 70,000/- December month of every year
 - c. Third Installment : Rs. 75,000/- July of next year
 - II. Tuition Fee including all academic charges for PGDM Courses(for two years Full-Time Courses)in Management/ Corporate Sponsored or NRI/NRI Sponsored Quota etc.- Rs. 2,98,000/-
 - a. First Installment : Rs. 153,000/- at the time of Admission
 - b. Second Installment : Rs. 70,000/- December month of every year
 - c. Third Installment : Rs. 75,000/- July of next year
- ❖ Fee waivers granted with amount and name of students. **NIL**
- ❖ Number of scholarships offered by the institute with the name of students, duration and amount. : 28 Students have been offered Scholarships of Rs. 2000/- each per month in Session 2009-10.

List of Students who have been given Scholarships for Session 2009-10 :

1. Anuradha Kumari
2. Amit Kumar
3. Moumita Dey
4. Md. Seraj Alam
5. S. Alka
6. Smriti Goyal
7. Sonam Kulshetra
8. Prakash Parashar
9. Sumit Kr. Tiwari
10. Varoon Kumar
11. Jay Prakash Mishra
12. Satyam Kumar
13. Preeti
14. Subrat Kumar Swain
15. Ajay Bhan Singh
16. Neeraj Kumar
17. Pooja Patel
18. Dinesh Bansal

19. Santosh Kumar
20. Amresh Ranjan
21. Santosh Kumar Sahu
22. Deepak Kumar Pushpkar
23. Subodh Kumar Saw
24. Amit Kumar S/o Sh. Jitendra Prasad
25. Milind Kumar Chaturvedi
26. Sumit Jaiswal
27. Hareram Kumar
28. Garima Rathore

- ❖ Criteria for fee waivers/scholarships : Applications from students are invited and based on the family's economic background, academic performance, students are short-listed for Ishan Scholarship.
- ❖ Estimated cost of Boarding and Lodging in Hostels :
Hostel Rent -Rs. 20,000/-for three or double seated and
Rs 2000/- will be added for single seated room/ attached
bath per Annum.
- ❖ Mess Charges are on contributory basis to Mess Committee

II.

ADMISSION

- ❖ Number of seats sanctioned with the year of approval : -
 - 2 Years Full-Time Courses for Year 2009-10 : -
 - PGDM : 120 Seats
 - PGDM (MM) : 120
 - PGDM (HR) : 60
 - PGDM (FM) : 30
 - PGDM (IB) : 30
 - PGDM (RETAIL) : 30
 - 3 Years Part-Time Course for Year 2009-10 -
 - PGDM (PT) : 5
- ❖ Number of students admitted under various categories each year in the last two years.
 - PGDM (BM) Full -Time : Year 2009-10 - 120
Year 2008-09 : 120
 - PGDM (MM)Full-Time : Year 2009-10 : 120
Year 2008-09 : 90
 - PGDM (IB) Full-Time : Year 2009-10 : 30
Year 2008-09 : 30

PGDM (HR) Full-Time : Year 2009-10 : 60
Year 2008-09 : 60

PGDM (FM) Full-Time : Year 2009-10 : 30
Year 2008-09 : 30

PGDM (Retail) Full-Time : Year 2009-10 : 30
Year 2008-09 : 30

❖ Number of applications received during last two years.

Year 2008-09 : 3600 (Approx)
Year 2009-10 : 2850 (Approx.)

III. **ADMISSION PROCEDURE :**

Mention the admission test being followed, name and address of the Test Agency and its URL (website). - MAT/CAT/XAT

❖ Calendar:

- Last date for request for applications : 5th July of the Year (Depending on the availability of seats)
- Last date for submission of application : 5th July of the Year
- Dates for Group Discussion (GD) / Interviews : Please refer to the Note mentioned below.

NOTE : The Institute participates admission test conducted by authorized testing agency like MAT/CAT/XAT. Thereafter candidates applied for the institute are called for GD & Interview on the date & venue decided by the admission committee. This process starts from December and continued till we get suitable and competent students before the start of the session.

- Dates for announcing final results : Final Selection list is announced between 6.00-7.00 p.m. on the interview date or next day of the Interview at any time.
- Release of admission list - Same day of the Interview Date or next day.
- Release of waiting list - After 15 days of Interview date.
- Date for acceptance by the candidate (time given should in no case be less than 15 days) - 15 Days to 20 Days.
- Last date for closing of admission.: 5th July of the Year
- Starting of the Academic session : 15th July of the Year
- The waiting list should be activated only on the expiry of date of main list - Yes (If the candidate from the main list does not

report for admission within the prescribed last date of reporting the institute, the waiting listed candidates are shortlisted for main list.

- The policy of refund of the fee, in case of withdrawal, should be clearly notified.
- a. Fee once paid is not refundable if the candidate joined the institute. If the candidate does not join the institute on reporting date, after deduction of Rs. 1000/- as processing charges, fee is refunded.
- b. Caution Money : Nil.

IV. 10 CRITERIA & WEIGHTAGES FOR ADMISSION FOR SESSION 2009-

- ❖ Describe each criteria with its respective weightages i.e. Admission Test, GD, Interview etc. : -
Admission test is consist of four stages weightage for each is mentioned below -
 - A. Written Test : 10%,
 - B. Group Discussion : 30%,
 - C. Final Interview : 40%
 - D. National-wide Test : 20

A. Written Test : The panelists may consider the candidates ability to express himself/herself clearly and in a logical manner. In addition, due weightage may be given to content & contribution.

B. Group Discussion :

- I. Size of the group will range between 8-10, excluding absentees.
- II. The observers will make introductory comments on the purpose, format and time duration for Group Discussion
- III. Duration of Group Discussion should be 10-15 minutes
- IV. The observers will ask for a volunteer to pick up a topic from several topics contained in the envelope.
- V. The observer will ask whether the participants are comfortable with the selected topic. If not, the observer may ask another volunteer to pick up another topic. Discussion on the topic of second choice will be mandatory.
- VI. The observer may intervene during the group discussion if he thinks it desirable to do so in order provide opportunity to all the group members to actively participate in the discussion.
- VII. The observer assesses the candidates on the following dimensions:

- i. Leadership
- ii. Communication/clarity of expression
- iii. Logical arguments
- iv. Listening ability
- v. Managing disagreement & conflict
- vi. Summarizing & concluding

VIII. Based on the above and any other point of significance, the observer will assign to each participant marks out of 30.

C. Final Interview :

i. The interviews assess the candidates on the dimensions indicated below. The following is an indicative framework. The Interviewer(s) may add or subtract the areas of enquiry depending on the nature and direction of interaction with the candidates.

- Subject knowledge
 - Aptitudes for management education
 - Goal clarity-both professional and personal
 - Major strengths supported by specific instances/events/experience
 - Major weaknesses likely to come in the way successful completion of the Programme.
 - Insight into issues of concern in business & society at national & international level.
 - Awareness of recent developments in different fields of activity
 - Candidate's profile like work experience & educational background
 - Placement potential
- ❖ Mention the minimum level of acceptance, if any, for any criteria.
- Candidate should score at least 50% percentile or 400 composite score in MAT TEST or CAT/XAT or AICTE approved All India Test and good score and performance in GD, PI & Interview Test
- ❖ 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 - 50% percentile or 400 composite score in the MAT TEST/XAT/CAT and 45% marks in Graduation from any recognized University by UGC (appearing candidate can also apply)

(A relaxation of 5% as decided by the admission committee approved by Management of the institute is given to SC/ST Candidate or Sports person at National Level Certificate, Kids of Kargil War, Ex-military person, physically handicapped candidate, winners in cultural activities in degree college level, First Prize Recipient, working experiences of two or more years in reputed companies at senior level, any professional qualification). A relaxation of Graduation Marks can also be considered in case of extra-ordinary candidate after approval of admission committee.

- ❖ 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. - 50% percentile or 400 composite score in MAT/CAT/XAT TEST