

Mandatory Disclosure

For

EXTENSION OF APPROVAL

MBA Course

for the

Academic year

2009-10

at

DESH BHAGAT INSTITUTE OF
MANAGEMENT & COMPUTER SCIENCES

Mandi Gobindgarh

Ph. No. 01765-520521, 520522, 520523

Fax No. 01765-520525

Mandatory Disclosure

Extension of Approval of MBA course for the session 2009-10

NAME OF THE INSTITUTION

Name	DESH BHAGAT INSTITUTE OF MANAGEMENT & COMPUTER SCIENCES	
Address	Permanent Location as approved	Temporary Location (if applicable)
	P.BOX- 17, AMLOH ROAD, MANDI GOBINDGARH	
Village	SAUNTI	
Taluk	-	
District	FATEHGARH SAHIB	
Pin Code	147301	
State	PUNJAB	
STD Code	01765	Phone No: 520521, 520522, 520502
Fax No.	520525	E-Mail: contact@deshbhagatinstitutes.com
Web site	www.deshbhagatinstitutes.com	
Nearest Rly Station	MANDI GOBINDGARH	DISTANCE IN KM.-8
Nearest Airport	LUDHIANA (SAHNEWAL)	DISTANCE IN KM.-55

II. NAME & ADDRESS OF THE PRINCIPAL

Name	Dr. J.S Dhawan				
Designation	Principal	Qualification & Experience : M.Sc(Agri .Economics), Ph.D	Highest Degree	Specialization	Total Experience
		Date of Birth: 02.10.1945	Ph.D	Economics	30 years
STD Code	01765	Phone No. (O) 520502	Fax	01765-520525	
STD Code	01765	Phone No. (R) 9876129060	Fax	01765-520525	
E-Mail	contact@deshbhagatinstitutes.com		Mobile No 98761-29060		

III. NAME OF THE AFFILIATING UNIVERSITY

Name	PUNJABI UNIVERSITY		
Address	PUNJABI UNIVERSITY, PATIALA		
Pin Code	0175	Period of Affiliation	From Punjab Technical University, Jalandhar -8.5 years Presently(Session 2009-10) The Institute is affiliated to Punjabi University, Patiala
STD Code	0175	Phone No.	3046161, 3046182, 3046160, 3046172

IV. GOVERNANCE

❖ Members of the Board and their brief background

Sr. No	Name	Qualification	Occupation	Nature of Association with the Promoting Body
1.	Dr. Zora Singh	M.B.B.S., D.C.H.	Doctor	President
2.	Mrs. Tajinder Kaur	Graduate	Educational Advisor	General
3.	Mrs. Jarnail Kaur	Matric	Social Service	Vice-President
4.	Mr. Rakesh Doomra	C.A.	Educational/Financial Advisor	Member
5.	Mr. Gurmail Singh	Matric	Businessman /Social Worker	Member
6.	Mr. Gurdev Singh	B.A.B.T	Teaching Pedagogy Advisor	Member
7.	Mr. K.S. Bedi	Educationist	Industrialist	Member
8.	Mr. R.S Bedi	Educationist	Industrialist	Member
9.	Mr. Tejpal Singh	Educationist	Industrialist	Member
10.	Mr. Sandeep Singh	B.Tech	Business	Member

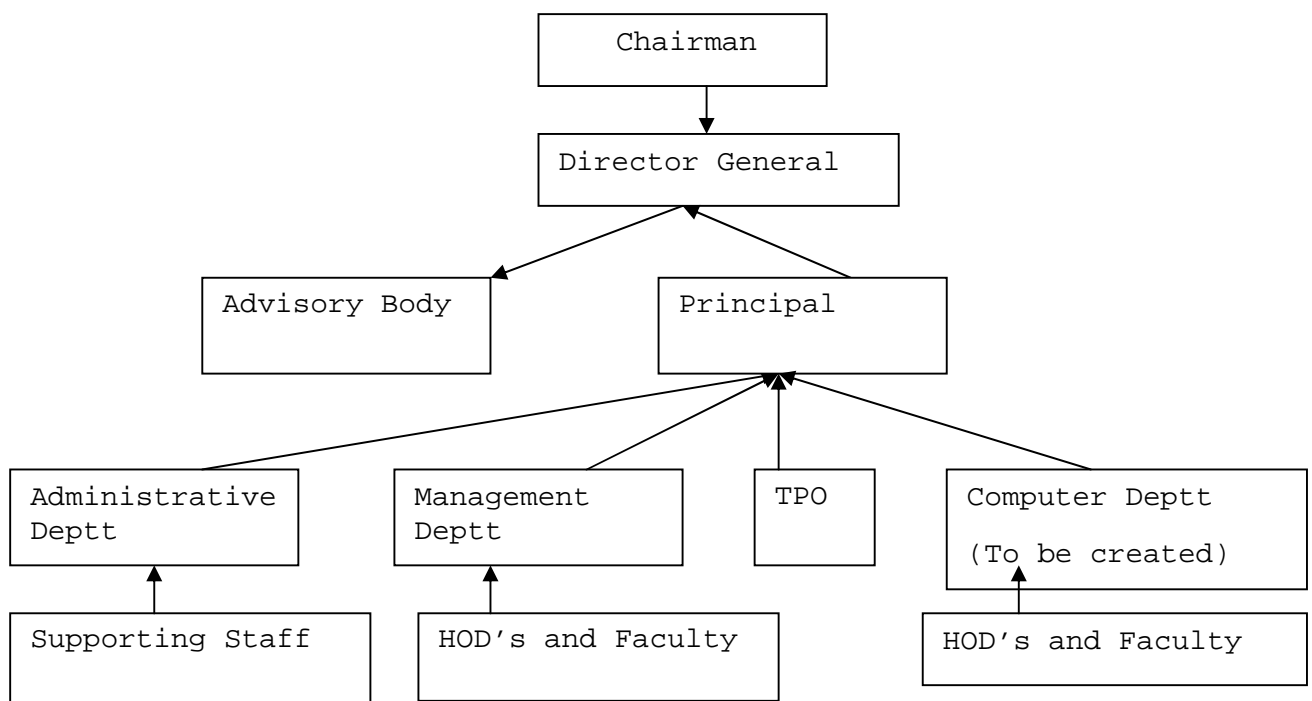
❖ Members of Academic Advisory Body

1. Dr Zora Singh , Chairman , Desh Bhagat Group of Institutes
2. Prof. Shalini Gupta, Director General , Desh Bhagat Group of Institutes
3. Dr. Narinder Singh, Professor, Kurukshetra University, Kurukshetra
4. Dr. Prem Kumar , Vice President Strategy Management , Vardhman Group
5. Prof. B.L. Dubey (Clinical Psychologist), UBS ,Punjab University, Chandigarh
6. Prof. S.P. Singh (Retd.Prof.) ubs, Punjab University, Chandigarh
7. Mr. V.K. Goel (CEO), Vardhman Spinning Mill, Ludhianna
8. Mr. Ashish Bhanot , Manager Sales , ICICI Bank,

❖ Frequency of the Board Meetings and Academic Advisory Body

Twice in a year

❖ Organizational chart and processes



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

Full Involvement

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

We are applying horizontal system of Admn. for having democratic good governess. In this system there are several functional heads & executives who are accountable for their jobs responsibility and they are fully authorized to take work from their subordinates & colleagues, but they are not supposed to take any primitive action against them. Of course, in case of any indiscipline by a subordinate they can report against him to the Institutional need i.e the Director. Any one right from the bottom level, one can directly meet the ultimate Head i.e the director for the redressal of his or her grievance . This system is applicant to all the Teaching & Non- Teaching staff Members which is a democratic system for good governess and through this system our college Administration is running smoothly

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

The System is once in a Semester according to "ISO Procedural Manual"

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

1. For Students there is student Welfare Officer
2. For Faculty there is Faculty Coordinator.
3. For Staff Administrator there is Staff Coordinator. They take care of their Grievances and talk to the higher authorities for their solution

V. PROGRAMMES

❖ **Name of the Programmes approved by the AICTE**

1. Name of the Programme : MBA (120 Seats)
2. Apply for Additional Course of MCA with intake capacity of 60 seats to AICTE, New Delhi from the Session 2009-10 onwards

❖ **Name of the Programmes accredited by the AICTE**

Proposal for accredited has been sending to AICTE, New Delhi vide letter no. DBIMCS/09/134, dated 06.04.2009

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

Name of the Programme	No. of seats	Duration
MBA	120	2 year

Applied for Additional Course

Name of the Programme	No. of seats	Duration
MCA	60	3 year

- Cut off mark/rank for admission during the last three years:
Graduation with Minimum 40% Marks
- Fee As Per Punjabi University, Patiala Norms
- Placement Facilities

Training & Placement Cell

The Institute have an active placement cell headed by a trained and experienced placement officer, who maintains a regular contact with the students and the recruitment drive of various companies. He organizes mock interview, seminars, G.D etc to train the students for placement.

Practice through mock interviews and guidance in bio-data preparation to the students in order to facilitate their filtment in companies .

It is a matter of great pride that the alumni of the Institute have been occupying very high positions in all spheres of National life. They are serving as Manager in reputed companies,

Features

- a) Sprawling Wi-Fi Campus
- b) Highly Qualified and Experienced Faculty
- c) Excellent Results & Placements
- d) Lecturer Halls Equipped with OHP and LCD Projectors .
- e) Well Stocked Digital Library
- f) State-of-the art Computer Labs
- g) Language Lab .
- h) Congenial Academic Environment
- i) Special Emphasis on Personality Development & Character Building
- j) Well Developed Playground & Sports Facilities
- k) Lush Green Lawns
- l) Homely Hostels for Boys & Girls
- m) Uninterrupted Power Supply
- n) Mini Market in the Campus itself
- o) International Exposure

- Campus placement in last three years with minimum salary, maximum salary and average salary

Year	Discipline	Total no. of students passed out (last 3 years)	Total no. of students placed through placement cell (last 3 years)	Average salary
2006-08	MBA	85	75	Packages offered by companies varies from 1.5 to 3.10lacs
2005-07	MBA	60	58	Packages offered by companies varies from 1.5 to 2.5 lacs
2004-06	MBA	90	85	Packages offered by companies varies from 1.0 to 2.00lacs

Minimum salary: 1.5, Maximum 3.10, Average =2.3

- Details of companies/Industries, which visited the institute for placement since the last three years

Session 2006-08 Batch

Name of the Companies /industries	Name of the Companies /industries
Bank Leumi(UK)PLC	Reliance Money
The Royal Bank of Scotland	JCT Limited
Tata Consultancy Services, New Delhi)	AVON Cycle Limited
Fore Solutions (P) Ltd, Chandigarh	KMG Infotech Ltd
Wipro Ltd.	Eastman
HDFC Standard Life Insurance	NET Solutions
Kotek Securities	Ralson (India)Ltd.
Kotak Mohindra	Bajay Allianz Life Insurance Co. Ltd.
Keyess	SQL
CETPA HEAD OFFICE	DELL
Unicon India	HMT Limited
HDFC Bank	CMC Limited
ICICI Prudential	Credentia (Business Process)
Yes Bank	TATA Teleservice Limited
Aditya Durobuild Pvt. Ltd.	bebo Technologies Private Ltd.
Panasonic	UNICON Insurance Advisor Pvt. Ltd

Session 2005-07 Batch

Name of the Companies /industries	Name of the Companies /industries
bebo Technologies Private Ltd.	Bank Leumi(UK)PLC
UNICON Insurance Advisor Pvt. Ltd	The Royal Bank of Scotland
Unicon India	Credentia (Business Process)
HDFC Bank	TATA Teleservice Limited
AVON Cycle Limited	Unicon India
KMG Infotech Ltd	HDFC Bank
Aditya Durobuild Pvt. Ltd.	ICICI Prudential
Panasonic	Reliance Money
Kotek Securities	JCT Limited
Kotak Mohindra	Keyess
Ralson (India)Ltd.	DELL
Bajay Allianz Life Insurance Co. Ltd.	HMT Limited
SQL	CMC Limited
Wipro Ltd.	Eastman
HDFC Standard Life Insurance	NET Solutions

Session 2004-06 Batch

Name of the Companies /industries	Name of the Companies /industries
HMT Limited	SQL
CMC Limited	DELL
Credentia (Business Process)	HMT Limited
TATA Teleservice Limited	CMC Limited
bebo Technologies Private Ltd.	Credentia (Business Process)
UNICON Insurance Advisor Pvt. Ltd	Reliance Money
Unicon India	Bank Leumi(UK)PLC
HDFC Bank	The Royal Bank of Scotland
ICICI Prudential	Tata Consultancy Services, New Delhi)
Yes Bank	Fore Solutions (P) Ltd, Chandigarh
Aditya Durobuild Pvt. Ltd.	Wipro Ltd.
Panasonic	HDFC Standard Life Insurance
Kotak Mohindra	Kotek Securities
Keyess	Panasonic
Kotek Securities	JCT Limited

- ❖ 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:

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

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

- ❖ For each Collaborative/affiliated Programme give the following:

- Programme Focus **N.A**
- Number of seats **N.A**
- Admission Procedure **N.A**
- Fee **N.A**
- Placement Facility **N.A**
- Placement Records for last three years with minimum salary, maximum salary and average salary
N.A

- ❖ 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

Number of faculty members:

- Permanent Faculty 22 (See annexure M- II)
 - Visiting Faculty
 - From Academia : 10
 - From Industry : 08
 - See annexure M- III)
 - Adjunct Faculty Nil
 - Guest Faculty 10
 - Permanent Faculty: Student Ratio
 - For MBA Programme
 - Required as per Norms: 1 : 15
 - Available in the Institution: 1: 10
 - For Additional Proposed MCA Programme
 - Required as per Norms : 1 : 15
 - Available in the Institution: 1 : 12
 - Profile of each faculty with qualification , Total Experience, age and duration of employment at the Institute concerned See annexure M- II)
- ❖ Number of faculty employed and left during the two years

Name of the employed Faculty: Ms. Gurleen Kaur , Ms. Shallu,
Ms. Ramandeep Kaur , Ms. Varinder Kaur

Left Employees : Moh. Arshadulla Khan, Ms. Puja Kappor , Mr.
Kumar Tarun , Mr. Gurwinder

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

Dr. J.S Dhawan ,

Ph. D. (Agrí. Economics)

M.Sc. (Agrí. Economics.)

B.Sc. (Agrí. Economics)

Experience : 30 Years

Age : 63 years, 8 Mnths.

Years

Date of joining: July 24th, 2009

Area of Specialization: Economics

No. of papers published : Research Articles =129 + Popular Articles =80

Projects Carried out : Nil

Patents : Nil

Technology Transfer : Nil

Research Publications : 129

No. of Books published with details : 04

"A-Book

- 1. "Punjab Economy" , Kalyani Publishers, New Delhi, 1986*
- 2. "Farm Business Accounting," RSG Publications, Ludhianna, 1995*
- 3. "Agricultural Economics" Kalyani Publishers, New Delhi, 1996*
- 4. "Consumer Economics", Kalyani Publishers , 1997*

For details of Faculty, Visiting /Guest Faculty: See annexure M- I

Whether student assessment of faculty is in force.

Yes, Students Feedback for faculty once in a Semester

VIII. FEE

- ❖ Details of fee, as approved by Punjabi University, Patiala
See annexure M- II
- ❖ Time schedule for payment of fee for the entire programme.
In the Month of August, November and February
- ❖ No. of Fee waivers granted with amount and name of students.

Deserved candidates are granted fee waiver as per following criteria.

- Students who got 70 or above marks: Rs. 500 per year
- Fee concessions are given to deserving students on the basis of their merit & means

Fee concessions are given to deserving students on the basis of their merit & means.

- ❖ Number of scholarship offered by the Institute with Name of students, duration and amount

Number of Students	:	01 Harpreet Singh
Duration	:	Full Year
Amount	:	500 Per Mths

- ❖ Criteria for fee waivers/scholarship

Scholarship offered in the form of fee waiver as per following:

1. Percentage of marks obtained in University examination.
2. MET Rank for new admitted students.
3. Toppers in Sports
4. Parent's financial position.

- ❖ Criteria for fee waivers/scholarship

Scholarship offered in the form of fee waiver as per following:

1. Percentage of marks obtained in University examination.
2. MET Rank for new admitted students.
3. Toppers in Sports
4. Parent's financial position.

- ❖ Estimated cost of boarding and Lodging in Hostels.
Girls hostel: Boarding & Lodging = Rs. 14,500/- per semester.
Boys hostel: Boarding Rs. 12,000/- per semester.

Lodging = co-operative mess.

IX. ADMISSION

- ❖ Number of seats sanctioned with the year of approval. (MBA COURSE)

YEAR OF APPROVAL	NO. OF SEATS SANCTIONED
2001-02	60
2002-03	60
2003-04	60
2004-05	60
2005-06	60
2006-07	60
2007-08	90
2008-09	120

- ❖ Number. of students admitted under various categories each year in the last two year

YEAR OF APPROVAL	NO. OF SEATS SANCTIONED/ CATEGORIES)
2007-08	90(GENERAL -80 , SC -05, BC -05
2008-09	120(GENERAL -112 , SC -02, BC -03

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

2007 - 105 applications received admitted candidates 86 through Management Quota and State Counseling 04 Students

2008 - 120 applications received admitted candidates-91 through Management Quota and State Counseling 29 Students

X. ADMISSION PROCEDURE

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

- Through Punjabi University, Patiala MET, www.punjabiuniversity.ac.in .org

- ❖ Number of seats allotted to different Test Qualified candidates CAT, MAT, XAT, JMET, ATMA, CET, JEE (State conducted tests/University tests). N-A

❖ **Calendar: As per MET Test Broucher**

- Last date for request for applications. :
- Last date for submission of application Dates for Group Discussion (GD)/Interviews
- Dates for announcing final results
- Release of admission list (main list and waiting list should be announced on the same day)
- Date for acceptance by the candidate (time given should in no case be less than 15 days)
- Last date for closing of admission. **As per rules & regulations of Punjabi University, Patiala**
- Starting of the Academic session. **As per the academic Calendar of Punjabi University, Patiala**

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 admission norms of Punjabi University, Patiala.**

XI CRITERIA AND WEIGHTAGES FOR ADMISSION

(As per MET Test Brochures)

- ❖ Describe each criteria with its respective weightages i.e. Admission Test, GD, Interview etc. **(As per MET Test Brochures)**
- ❖ Mention the minimum level of acceptance, if any, for any criteria. **As per MET Test Brochures)**
- ❖ 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 **As per MET Test Brochures)**
- ❖ 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. **As per MET Test Brochures)**
- ❖ Display marks scored in Test, GD, and Interview etc. and in aggregate for all candidates who come for GD/Interview etc. **As per MET Test Brochures)**

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.
Available on website www.deshbhagatinstitutes.com

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.)
- ❖ Attributes for evaluation in GD/Interview.

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)

Dr. J.S Dhawan , (Ph.D. Agri. Economics) Principal

Dr. Amitab Singh (Ph. D Management), Professor

Dr. D.K. Sharma (M.Tech., PhD Mechanical Engg.), Professor

Dr. I.S. Sethi, (Ph.D.Public Administration, M.A.)

- ❖ 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.
As per Punjabi University, Patiala results

List of candidates who have been offered admission in each category. **240**

Annexure M- V attached)

- ❖ 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. **N.A**
- ❖ List of the candidates who joined within the date vacancy position in each category before operation of waiting list. **N.A**

XIV Information of Infrastructure and other Recourses Available.

Library

Number of Library books / Titles / Journals / available (Programme –wise)

S.No	Course(s)	Total Nos. of Books	Number of titles of the books	Number of volumes	Journals	International Journals
1	MBA	9175	2637	6738	47	09
On line National and International Journals		On Line National Journals / International		Management Magazine		
		18	12			

There are more E-material

E-Books (50)

E-Course (31)

E-Databases (6)

National E-Journals (245)

E-Newsletter (34)

E-Thesis (47)

Number of Library books / Titles / Journals / available (Programme –wise) Proposed Additional Course

S.No	Course(s)	Total Nos. of Books	Number of titles of the books	Number of volumes	Journals
1	MCA	1031	175	856	12

XV Laboratory: There are One Laboratory for proposed additional MCA course having Area of 150 Sq.m

XVI Computer Facilities

- ❖ Number and Configuration of the Systems: - **For MBA course -120 Intel Dualcore System, original mother board, 80 GB HDD, 1 GB RAM, Optical Mouse, Keyboard with 17" TFT**
- ❖ Number and Configuration of the Systems: - **For additional MCA course -30 Intel Dualcore System, original mother board, 80 GB HDD, 1 GB RAM, Optical Mouse, Keyboard with 17" TFT**
- ❖ Total Nos. of Systems connected by LAN: **All terminals are connected by LAN**
- ❖ Total numbers of System connected to Wan: **All Terminals on Network**
- ❖ Internet Bandwidth : **Lease Line @ 4 Mbps**
- ❖ Major software package available., **Oracle 9i, Windows XP Professional, Windows 2008 Server, Turbo C++, Sun Solaris 10, , Ms Office 2003, ,MSDN Academic Alliance**
- ❖ Special Purpose facilities available

Facility Available:

System under Client Server architecture		Internet Connectivity Capacity (Kbps/ Mbps)	Power back up(KVA)	Working Hours		Student involvement in Management (Yes/No)
Clients	Server			Week days	Holidays	
150	02	Lease Line (4Mbps)	On Line UPS (20 KV)	06	No	No

Internet Access to students: Free (F)/ Restricted (R)

F

XVII Teaching Learning Process

- Conducting practical using modern equipment
- Providing Calendar/Examination Schedule/Student Courses Files at the beginning of the academic year.
- Arranging special lectures by the Experts.
- Encouraging the students to participate in seminars.
- Industrial visits to get exposure and promote Institute-Industry interaction.
- Imparting leadership qualities, teamwork and communication skills to the students by organizing personality development courses and seminars.
- Informing parents about the progress of their wards periodically.
- Monitoring by periodic written feedback from the students.
- Familiar with latest equipments for lab classes.
- Using modern technical aids (Audio Visual).
- Interaction with the industries.
- Attending Refresh Courses.
- Regular knowledge updating through Library and Reference work.
- Participate in Seminars.
- Self assessment and Faculty Feed back. .
- Sponsoring faculty for Orientation/Refresh Courses/ Summer Schools Faculty Development Programme. .
- Staff selection and promotion on merit basis.

**XVIII : Curricula and syllabi for each of the Programmes as approved by the University.
Yes**

- ❖ Academic Calendar of the University www.punjabiversity.ac.in
- ❖ Academic Time Table As per Punjabi University, Patiala norms
- ❖ Teaching Load of each Faculty As per Punjabi University, Patiala norms
- ❖ Internal Continuous Evaluation System in place

We take three MST Examination of all the students and give two assignments periodically to them , so that they may be able to prepare themselves for fairing well in their final examinations. Through these MST (Monthly semester tests) , we sort out a list of week students and then arranged to provide extra coaching for updating them . Also through assignments , we judge their writing skill and confidence level in the subjects.

- ❖ Students' assessment of Faculty, System in place.

We take feedback of our Teaching Faculty periodically from the concerned students and also take feedback about the system of MST and assignments from them and if we find that it is necessity to change the Faculty or to make some alteration / addition in the present system of MST and assignment , we make changes accordingly .

- ❖ For each Post Graduate programme give the following:

- ❖ Title of the programme :- MBA (2 years Degree course)
- ❖ Curricula and Syllabi: as per prescribed syllabus of Punjabi University,
Patiala

Dated: 23rd August 2009

Desh Bhagat Institute of
Management & Computer Sciences
Mandi Gobindgarh

