Mandatory Disclosure updated on: 01.03.2021-22

- Name of the Institution

GVM Institute of Technology & Management (for Girls)
Murthal Road, Sonepat
Email: gvmitsnp@gmail.com
Website: www.gvmitm.edu.in
Contact Nos: 0130-2237245, 9466824633, 9812056699

- Name and address of the Trust / Society / Company and the Trustees

Shri Sanatan Dharm Sabha (Regd.),
Gita Bhawan, Sonepat – 131001
Email:
Contact Nos.:0130-2248290

- Name and Address of the Vice Chancellor / Principal / Director

Dr. Manju Papreja
Principal
Email: manju.papreja@gmail.com
Contact No.: 9466824633

- Name of the Affiliating University

Deenbandhu Chhotu Ram University of Science & Technology, Murthal
Sonepat

- Governance
  - Members of the Board and their brief background

    Annexure attached

  - Members of Academic Advisory Body

    Annexure attached

  - Frequency of the Board Meeting and Academic Advisory Body
    Twice in a year

  - Organizational Chart and processes

    Annexure attached

  - Nature and Extent of involvement of Faculty and students in academic affairs /improvements

Staff and Students fully involved

- Mechanism / Norms and procedure for democratic / good Governance
  Regular interaction with staff and students, parents of the students
- Student feedback on Institutional Governance / Faculty performance
  360 ^{0} feedback mechanism, regular meetings with Principal and HOD's with class representatives
- Grievance Redressal mechanism for faculty, staff and students
  Committee constituted with staff and students **Annexure attached**
- Establishment of Anti Ragging Committee
  Annexure attached
- Establishment of Online Grievance Redressal Mechanism
  www.gvm.edugrievance.com
- Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University
  Dr. B.P. Malik, Professor
  DCRUST, Murthal
  Annexure attached
- Establishment of Internal Complaint Committee (ICC)
  Annexure attached
- Establishment of Committee for SC /ST
  Annexure attached
- Internal Quality Assurance Cell
  Annexure attached

- Programmes

  - Name of Programmes approved by AICTE
    MBA, MCA
  - Name of Programmes Accredited by AICTE
    NIL
  - Status of Accreditation of the Courses
    - Total Number of Courses
      2
    - No. of Courses for which applied for Accreditation
      2
    - Status of Accreditation - Preliminary / Applied for SAR and result awaited / applied for SAR and visits completed / Results of the visits awaited / Rejected / Approved for the Courses
      Preliminary

- For each programme the following details are to be given:

Name	**MCA**	**MBA**
Numbers of Seats	**60**	**60**
Duration	**2**	**2**
Cut off Marks / rank of admission during the last three years		
Fee	**75000/- P.A.**	**61000/- P.A.**
Placement Facilities	**Dedicated Training and Placement Department with TPO is available in College**	
Campus placement in last three years with minimum salary, maximum salary and average salary	**Annexure attached**	

- Twining and collaboration, if any - **Nil**

- Faculty

	MCA	**MBA**
Permanent Faculty	**11**	**8**
Adjunct Faculty	**0**	**0**
Permanent Faculty : Student Ratio	**1:18**	**1:15**

- Profile of Vice Chancellor / Director / Principal / Faculty
  Annexure attached

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

	TUITION FEE	DEVELOPMENT FUND	STUDENT FUND
MCA	**40000**	**10000**	**1500**
MBA	**32000**	**6000**	**1500**

  - Time schedule for payment of fee for the entire programme
    Twice a year / Semester wise
  - No. of fee waivers granted with amount and name of students
    0
  - Number of scholarship offered by the Institution, duration and amount
    427510/- 2020-21
  - Criteria for fee waivers / scholarship

Merit Scholarship, BPL Category, Physical Handicap

- Estimated cost if Boarding and Lodging in Hostels
  64,000/- P.A.

- Admission
  - Number of seats sanctioned

	Seats Sanctioned	Year of Last Approval	Year of Approval
MCA	**60**	**2020**	**2002**
MBA(General)	**60**	**2020**	**2010**

  - Number of Students Admitted

MCA & MBA(General)

	Gen	SC / ST	OBC	Total
2018	**61**	**11**	**35**	**107**
2019	**64**	**12**	**38**	**114**
2020	**66**	**11**	**24**	**101**

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

MCA & MBA

	Application received under Management Quota	Number of Students Admitted
2019	152	**60+54=114**
2020	129	**60+41=101**

- Admission Procedure
  - Mentioned the admission test being followed, name and address of the Test Agency and its URL

The admission to the candidates is given strictly as per Norms stipulated by Director Technical Education, Haryana and Affiliating University i.e. DCRUST, Murthal.

Application form for admission to PG programmes 2020-21

- **Starting Date for request of application : 01-Jun-2021**

- **Last Date for submission of application : 31-Jul-2021**
- **Display of merit list: : 01-Aug-2021**
- **Last date of admission :14-Aug-2021**
- **Start of session : 16-Aug-2021**
- **Policy for refund of fee : As per AICTE/University Norms.**
- **Date may be changed as per AICTE/University orders.**

- Number of seats allotted to different Test Qualified candidate separately

AIEEE / CET	
State Conducted test/ university tests/ CMAT/GPAT)	NO
Association Conducted Test	

- Calendar for admission against Management / Vacant Seats:

Step 1 : FILL THE APPLICATION FORM

Registration of candidature by filling online application or sending the hard copy of downloaded/ purchased application form.

Step 2: SHORTLISTING OF MERIT LIST

The merit amongst applications received will be drawn based on the actual marks scored by the candidate in Entrance Examination/ Qualifying examination.

Step 3: ISSUE OF OFFER LETTER

Candidates whose names appear on the merit list will receive an offer letter via email or by post or SMS.

Step 4: PAY FEE

The College will verify the documents and after that Candidates need to submit the first installment of the fee as indicated in the offer letter within the prescribed time.

Step 5: ALLOCATION OF SEATS

Seats in the programs will be allotted on the basis of preferences indicated in the application form strictly in order of merit.

Step 6: COMMENCEMENT OF CLASSES

The date of commencement of classes will be communicated to the enrolled students via email, SMS or Whatsapp.

- Criteria and Weightages for admission
  - Describe each criteria with its respective weightage

    As per AICTE / University norms

  - Mention the minimum level of acceptance, if any
  - Mention the cut-off levels of percentage and percentile score of the candidates in the admission test for the last three years

Years	Cutoff percentage MCA	**MBA**
2020	**50%**	**50%**
2019	**50%**	**50%**
2018	**50%**	**50%**

- List of Applicants
  - List of candidate whose applications have been received along with percentile / percentage score for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats
- Results of Admission under Management seats / vacant seats
  - Composition of selection team for admission under Management Quota with the brief profile of members (This information be made available in the public domain after the admission process is over)

    Members of selection team:

    Dr. Rashmi Dahra **Professor(MCA)**
    Dr. Renu Kakkar **Associate Professor(MCA)**
    Ms. Komal Dahiya **Asst. Professor(MBA)**
    Ms. Jyoti **Clerk**
    Mr. Naveen Bagai **Clerk**

- Information of infrastructure and other resources available
  - Number of class rooms and size of each

	Size (Sq. Mtrs.)
Class Room -101	**76**
Class Room -102	**76**
Class Room -103	**104**
Class Room -104	**104**
Class Room -204	**112**
Class Room -205	**70**
Class Room -206	**76**

  - Number of Tutorial rooms and size of each

	Size (Sq. Mtrs.)
Tutorial Room-106	**57**
Tutorial Room-105	**39**
Tutorial Room-202	**39**
Tutorial Room-203	**57**
Tutorial Room-204	**39**
Tutorial Room-305	**33**
Tutorial Room-306	**33**

  - Number of Laboratories and size of each

	Size
Laboratory-1	**95**
Laboratory-2	**88.21**
Laboratory-3	**95**
Laboratory-4	**88.21**
Laboratory-5	**54**
Computer Centre	**333 Sqmt.**

  - Number of drawing halls with capacity of each
    NIL
  - Number of computer cerntres with capacity of each
    1 with seating capacity of 30
  - Central Examination facility, number of rooms and capacity of each
    Yes, 8 Rooms, Capacity 30 each
  - Barrier free built environment for disabled and elderly persons
    Yes
  - Occupancy certificate
    Annexure attached
  - Fire and safety certificate
    Annexure attached

- Hostel facilities
  Yes
- Library

	MCA	**MBA**
Numbers of books	**8506**	**4686**
Numbers of Titles	**2775**	**984**
Journals for MCA	**6**	
Journals for MBA	**6**	
List of Online National / International Journal Subscribed	**DELNET E-Journals SUBSCRIPTION**	
E-Library Facilities	**YES**	

- Laboratory and Workshop

List of Major Equipment / Facilities in each Laboratory / Workshop

Lab Name	Computers	Networking	Internet	UPS	Printers & Scanner
Lab 1	**60**	**Yes**	**Yes**	**Yes**	**12 laser** **2 Photocopier** **1 Inkjet** **10 DMP** **1 Scanner**
Internet Lab	**60**	**Yes**	**Yes**	**Yes**	
Lab3	**60**	**Yes**	**No**	**Yes**	

List of Experimental Setup in each Laboratory / Workshop

As per University curriculum / Syllabus

- Computing Facilities

Internet Bandwidth	**100 MBPS**
Number and Configuration of System	**Dual Core and i3 above with 2 GB and above RAM**
Total number of System Connected by LAN	**170**
Total Number of System Connected by WAN	**170**
Major Software Packages Available	**Microsoft MSDN**
Special Purpose facilities Available	**LCD / LED Projectors, MFPs, Sound System, Biometrics**

- Innovation Cell
- Social Media Cell
- Compliance of the National Academic Depository (NAD), applicable to PGCM / PGDM Institutions and University Departments
  N/A

- List of facilities available
  - Game and Sports Facilities
  - Extra- Curricular Activities
  - Soft skill Development Facilities
- Teaching Learning Process
  - Curricula and syllabus for each of the programmes as approved by the University
    Yes
  - Academic calendar of the University
    Annexure attached
  - Academic Time Table with the name of the Faculty members handling the course
    Annexure attached
  - Teaching load of each faculty
  - Internal continuous Evaluation System and place

    As an affiliated institution of DCRUST, evaluation norms of the university are followed. The college has adopted a method of assessing the academic performance of the students on a continuous basis. The marks allotted for internal exams are 2 marks and to that of external exams are 75 marks. In this frame work, the college conducts the following components as part of internal exams: sessional exams, class tests, written assignments, seminars and classroom interaction. Marks will be awarded for all the above activities and the average is taken as the assignment marks.

  - Student's assessment of faculty, System and place

    Our institute encourage faculty to improve their quality of teaching; so we conduct faculty development programs in order to provide student with the best teaching practices, fair assessment and suitable behavior with them. At the end of each semester routinely the student evaluates the effectiveness and quality of their faculty in teaching by filling a feedback form. The purpose of faculty evaluation by students may help faculty to identify areas of strength and weakness in order to help them to improve their teaching practices, and provide them with their students' views about them.

- For each Post Graduate Courses give the following

Title of the Course	Curricula and Syllabi	Laboratory Facilities exclusive
MCA	http://www.dcrustm.ac.in/syllabus/	LAB 1 & LAB 2
MBA	http://www.dcrustm.ac.in/syllabus/	LAB 3 & LAB 4

- Special Purpose
    - Software, all design tools in case
    - Academic Calendar and frame work

- Enrollment of students in the last three years

Year	MCA	MBA
2020	**41**	**60**
2019	**54**	**60**
2018	**51**	**56**

- List of Research Projects / Consultancy works
    - Number of projects carried out, funding agency, grant received

      Annexure attached

    - Publications (if any) out of research in last three years out of masters projects
      N/A
    - Industry Linkage
    - MOUs with Industries (Minimum 3)
      Attached MOU 1
      Attached MOU 2
      Attached MOU 3
      Attached MOU 4
      Attached MOU 5
      Attached MOU 6
- LOA and subsequent EOA till the current Academic Year
  http://www.gvmitm.edu.in/approval-letters/

- Accounted audited statement for the three years

Audit Report	MCA	MBA
2020	**Attached AR MCA 20**	**Attached AR MBA 20**
2019	**Attached AR MCA 19**	**Attached AR MBA 19**
2018	**Attached AR MCA 18**	**Attached AR MBA 18**

- Best Practice adopted, if any

College has setup an Industry Advisory Board with an objective to establish strong industry connects, conduct workshops; such as MDP, FDPs with collaboration with industry and provide suggestions for process improvement as well as curriculum improvement

Regular training & placement is imparted in the area of communication skill and aptitude to the students to make them employable.

The college has encouraged students to pursue internships during the vacations and acquire necessary problem solving skills.

The college regularly encourages the students to compete in external competitions (tech fests, paper presentations and idea and innovation contests)

Parents meet are conducted to take the regular feedback about the progress of their ward and overall development of the college.

A unique counseling process is followed wherein each faculty is allocated 20 students as a Proctor with an objective to constantly follow student progress and accordingly suggest changes in case of any deviation.

Case Analysis / Applied Problems Solving: To develop the conceptual skills, to identify & formulate and solve problems innovatively, students undertake Case Studies and Simulation Exercises.

Tutorial Classes for weak students.

Earn-While-Learn scheme for deserving students implemented.

Financial assistance to the poor and needy students is made available.

Ragging is an undesirable social offence which is totally banned in the campus.

College to Corporate Sessions, English Proficiency Test, Aptitude test conducted for students for overall growth of students.