INSTITUTE OF TECHNOLOGY & MANAGEMENT

MANDATORY DISCLOSURE

- **Name of the Institution with address**
  - **INSTITUTE OF TECHNOLOGY AND MANAGEMENT**
  - AL.1, SECTOR-7, GIDA, GORAKHPUR, Uttar Pradesh, 273209
  - 05512580074, 7607777750, director.itm@gmail.com

- **Name and address of the ~~Trust/ Society/ Company and the Trustees~~**
  - Shree Krishna Educational Society
  - AL.1, SECTOR-7, GIDA, GORAKHPUR, Uttar Pradesh, 273209
  - 05512580074, 7607777750, director.itm@gmail.com

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

  - Dr. N. K. Singh
  - AL.1, SECTOR-7, GIDA, GORAKHPUR, Uttar Pradesh, 273209
  - 05512580074, 7607777750, director.itm@gmail.com

- **Name of the affiliating University**

  Dr. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY, U.P.
  Sector-11 Jankipuram,Vistar Sitapur Road, Lucknow-226031
  *W*ebsite: www.aktu.ac.in

- **Governance**
  - Members of the Board and their brief background
    - Board meeting is regularly held twice in a year and Academic Advisory Body meeting is regularly held every quarterly.
  - Members of Academic Advisory Body
  - Frequency of the Board Meeting and Academic Advisory Body
  - Organizational chart and processes
  - Nature and Extent of involvement of Faculty and students in academic affairs/improvements
    - The college has a constituted Board of Governors having 14 members including the members of management committee, eminent educationists, industrialists, bureaucrats and Faculty members of college. The Director of the college is the Member Secretary of the board. The board meets once in 6 months and reviews the progress on all fronts. All policy matters relating to additional courses, investment in additional infrastructure and other major resources, major systemic / organizational changes, perspective plan etc. are discussed and decided by the Board of Governors. The board also reviews and passes the annual budget.
    - The Governing Council of the college is composed of the Chairman, Secretary, Treasurer, one/two other members of the management committee and the Director General who acts as the Convener. The council meets once / twice in a month or as necessary to regularly review and decide on various functional issues of importance.
  - Mechanism/ Norms and Procedure for democratic/ good Governance
    - The college promotes a culture of participative management. The management of the college rests with its Governing Body, whose member, is appointed in accordance with the guidelines provided by Uttar Pradesh Technical University, Lucknow and AICTE. The Director is the academic and administrative head of the Institution and also the member secretary of the governing body. The Heads of Departments are responsible for the day-to-day administration of the departments and report directly to the Director. Additionally, every department has distributed various duties among faculty members which play an important role in various institutional functions.

These duties have been discussed in departmental meetings conducted and the minutes of these meetings are recorded.

- Student Feedback on Institutional Governance/ Faculty performance
  - Feedback is obtained from the students in a formal manner at the end of each semester in the prescribed format. The feedback is analyzed by the examination control cell and sends it to the HoD concerned department and a summary of the same is prepared. This feedback mechanism is primarily used for indentifying the weaknesses in teaching learning process. The faculty is counseled by the head of the department so as to improve the process of teaching learning.
  - Feedback from the stakeholders such as employers, alumni, parents is obtained at regular intervals from which the adequacy of the curriculum is ascertained. Any changes/ upgradations in the curriculum are discussed by the college academic committee and the same is conveyed to the University for Necessary Action.
- Grievance Redressal mechanism for Faculty, staff and students
  - In order to redress individual as well as collective grievances of the Faculty, staff and students of the college, a grievance redressal mechanism has been devised.
  - Any aggrieved person may make, in writing, a complaint in written along with supporting documents to any member of committee. The Committee shall discuss and decide on its jurisdiction to deal with the case.
- Establishment of Anti Ragging Committee
  - The college has Anti Ragging Committee, Anti Ragging Squad as well other Student Counseling Committee as provisioned in UGC/AICTE regulation 2009. Constitution of the committee and the progress report sent to the University.
- Establishment of Online Grievance Redressal Mechanism
  - In order to address the grievances of Faculty & Staff of College, which are not taken care of by the normal available channels, a separate "Grievance Redressal Committee (GRC)" is constituted.
  - The concerned Faculty / Staff should contact any member of committee, preferably in writing, about their grievance so that suitable remedial action, if required, may be initiated by the committee. The grievance may also be registered online at www.akgec.ac.in. It may be noted that anonymous/ unnamed grievance / complaints without proper details will not be entertained.
  - It is expected that this will help maintain a positive, harmonious and conducive atmosphere in the College.
- Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University
  - For promoting better stakeholder relationship, the institution has set up a grievance redressal cell to attend to each and every complaint. The Institution immediately addresses the problems and solves them effectively. The member of the cell includes HoDs, senior faculties and staff members, under the leadership of the Director.

- Establishment of Internal Complaint Committee (ICC)
  - Under the provision of the Sexual Harassment of Women at Prevention, Prohibition and Redressal Act, 2013, the internal Complaint Committee is formed with 10 members.
  - In event of any incident of sexual harassment, lady staff/student may contact any member of the committee.
- Establishment of Committee for SC/ST
  - The scheduled Caste (SC) and Scheduled Tribes (ST) Committee is formed to promote the special interest of students in the reserved category and to provide special inputs in areas where the students experience difficulty.
  - According to the regulations framed by AICTE, the Committee must meet at least twice a year and the decisions arrived are mandatorily implemented. The Committee functions under the Chairmanship of the Director.
- Internal Quality Assurance Cell
  - The IQAC for each department comprises of HOD and department MR. The contribution of IQAC in improving teaching –learning process is:
    1. To develop a system for conscious, consistent and catalytic improvement in the overall performance of institution.
    2. Prepare and collect right feedback form to be filled by students so that the teaching style of the teacher can be judged.
    3. Analyze the feedback and give advisory for calibration if required to enhance deliveries.
    4. Conduct seminar, interact with academicians and people from industry to get first hand information on the scientific trend and market need to boost the teaching quality.
    5. Conduct periodic auditing of faculty members in terms of lecture deliveries with respect to predefined lecture-wise schedule is carried out and reviewed by HoD and department MR (IQAC).
    6. Monitor the performance of the students.
    7. Arrange visiting faculty in thrust areas.
    8. Conduct periodical meetings fortnightly with faculty members for further improvement.

- **Programmes**
  - Name of Programmes approved by AICTE

S.No.	Branch Name	Intake
	B.Tech.	
1	Computer Science & Engineering	180
2	Mechanical Engineering	60
3	Civil Engineering	60
4	Computer Science & Engineering (AI&ML)	60
5.	Computer Science & Engineering (DS)	60
6.	Electronics & Communication Engineering	60
7.	Computer Science & Engineering (AIML)	60
	Management	
5	Master of Business Administration	60

  - Name of Programmes Accredited by NBA
    - Computer Science & Engineering

- Status of Accreditation of the Courses
  - Total number of Courses - 1
  - No. of Courses for which applied for Accreditation - 1
  - Status of Accreditation - Approved
- For each Programme the following details are to be given(Preferably in Tabular form):

S. No.	Name	Number of seats	Duration	Entry Level	Fee (as approved by the state government)	Placement Facilities	Campus placement in last three years with minimum salary ,maximum salary and average salary
	B.Tech.						
1	Computer Science & Engineering	180	4 Years	10+2	65,860/-	Yes	
2	Mechanical Engineering	60	4 Years	10+2	65,860/-		3 to 20 lakh p.a.
3	Civil Engineering	90	4 Years	10+2	65,860/-	Yes	
4	Computer Science & Engineering (AI&ML)	60	4 Years	10+2	65,860/-	Yes	
	Management						
5	Master of Business Administration	60	2 Years	10+2+3	65,860/-	Yes	3 to 20 lakh p.a.

Programme	Duration	Eligibility
Engineering and Technology	4 years	Passed 10+2 examination with Physics/ Mathematics / Chemistry/ Computer Science/Electronics/Information Technology/ Biology/Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics/ Business Studies/Entrepreneurship.(Any of the three) Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together. OR Passed min. 3 years Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) subject to vacancies in the First Year, in

		case the vacancies at lateral entry are exhausted. (The Universities will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)
Management (MBA)	2 years	Passed Bachelor Degree of minimum 3 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
Engineering and Technology (Lateral Entry to Second year)	3 years	a) Passed Minimum THREE years / TWO years (Lateral Entry) Diploma examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) in ANY branch of Engineering and Technology. OR b) Passed B.Sc. Degree from a recognized University as defined by UGC, with at least 45% marks (40% marks in case of candidates belonging to reserved category) and passed 10+2 examination with Mathematics as a subject. OR c) Passed D.Voc. Stream in the same or allied sector. (The Universities will offer suitable bridge courses such as Mathematics, Physics, Engineering drawing, etc., for the students coming from diverse backgrounds to achieve desired learning outcomes of the programme)

- Name and duration of Programme(s)having Twinning and Collaboration with Foreign University(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 University
    - Name of the University
    - Address
    - Website
    - Accreditation status of the University in its Home Country
    - Ranking of the 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 job both within and outside the country
    - Nature of Collaboration
    - Conditions of Collaboration
    - Complete details of payment a student has to make to get the full benefit of Collaboration
- For each Programme Collaborated provide the following:
    - Programme Focus
    - Number of seats
    - Admission Procedure
    - Fee (as approved by the state government)
    - Placement Facility

- Placement Records for last three years with minimum salary, maximum salary and average salary
- Whether the Collaboration Programme is approved by AICTE? If not whether the Domestic/ Foreign University has applied to AICTE for approval

- **Faculty**
  - Course/Branch wise list Faculty members:
  - Permanent Faculty
  - Adjunct Faculty
  - Permanent Faculty: Student Ratio
  - Number of Faculty employed and left during the last three years

- **Profile of Vice Chancellor/ Director/ Principal/Faculty**
  - For each Faculty give a page covering with Passport size photograph
  - Name
  - Date of Birth
  - Unique ID
  - Education Qualifications
  - **Work Experience**
    - Teaching
    - Research
    - Industry
    - others
  - Area of Specialization
  - Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level
  - **Research guidance(Number of Students)**
  - No. of papers published in National/ International Journals/ Conferences
  - Master (Completed/Ongoing)
  - Ph.D. (Completed/Ongoing)
  - Projects Carried out
  - Patents (Filed & Granted)
  - Technology Transfer
  - Research Publications (No. of papers published in National/International Journals/Conferences)
  - No. of Books published with details (Name of the book, Publisher with ISBN, year of publication, etc.)

- **Fee**
  - Details of Fee, as approved by State Fee Committee, for the Institution
  - Time schedule for payment of Fee for the entire Programme
  - No. of Fee waivers granted with amount and name of students
  - Number of scholarship offered by the Institution, duration and amount
  - Criteria for Fee waivers/scholarship
  - Estimated cost of Boarding and Lodging in Hostels
  - Any other fee please specify

- **Admission**
  - Number of seats sanctioned with the year of approval
  - Number of Students admitted under various categories each year in the last three years
  - Number of applications received during last two years for admission under Management Quota and number admitted

- **Admission Procedure**

- Mention the admission test being followed, name and address of the Test Agency/State Admission Authorities and its URL (website)
- Number of seats allotted to different Test Qualified candidate separately (AIEEE/ CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test etc.)
  - **Calendar for admission against Management/vacant seats:**
  - Last date of request for applications
  - Last date of submission of applications
  - Dates for announcing final results
  - Release of admission list (main list and waiting list shall be announced on the same day)
  - Date for acceptance by the candidate (time given shall in no case be less than 15 days)
  - Last date for closing of admission
  - Starting of the Academic session
  - The waiting list shall be activated only on the expiry of date of main list
  - The policy of refund of the Fee, in case of withdrawal, shall be clearly notified
- **Criteria and Weightages for Admission**
  - Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.
  - 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
  - Display marks scored in Test etc. and in aggregate for all candidates who were admitted
- **List of Applicants**
  - List of candidate whose applications have been received along with percentile/percentages core 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 (merit wise)
- **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)
  - Score of the individual candidate admitted arranged in order or merit
  - List of candidate who have been offered admission
  - Waiting list of the candidate in order of merit to be operative from the last date of joining of the first list candidate
  - List of the candidate who joined within the date, vacancy position in each category before operation of waiting list
- **Information of Infrastructure and Other Resources Available**
  - Number of Class Rooms and size of each
  - Number of Tutorial rooms and size of each
  - Number of Laboratories and size of each
  - Number of Drawing Halls with capacity of each
  - Number of Computer Centers with capacity of each
  - Central Examination Facility, Number of rooms and capacity of each
  - Online examination facility (Number of Nodes, Internet bandwidth, etc.)
  - Barrier Free Built Environment for disabled and elderly persons
  - Occupancy Certificate
  - Fire and Safety Certificate

- Hostel Facilities
- **Library**
- Number of Library books/ Titles/ Journals available(Programme-wise)
- List of online National/ International Journals subscribed
- E- Library facilities
- National Digital Library(NDL) subscription details
- **Laboratory and Workshop**
- List of Major Equipment/Facilities in each Laboratory/Workshop
- List of Experimental Setup in each Laboratory/Workshop
- **Computing Facilities**
- Internet Bandwidth
- Number and configuration of System
- Total number of system connected by LAN
- Total number of system connected by WAN
- Major software packages available
- Special purpose facilities available (Conduct of online Meetings/Webinars/Workshops, etc.)
- Facilities for conduct of classes/courses in online mode (Theory & Practical)
- Innovation Cell
- Social Media Cell
- Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments
- **List of facilities available**
- Games 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
- Academic Calendar of the University
- Academic Time Table with the name of the Faculty members handling the Course
- Teaching Load of each Faculty
- Internal Continuous Evaluation System and place
- Student's assessment of Faculty, System in place
- **For each Post Graduate Courses give the following:**
- Title of the Course
- Curricula and Syllabi
- Laboratory facilities exclusive to the Post Graduate Course
- **Special Purpose**
- Software, all design tools in case
- Academic Calendar and framework

- **Enrolment and placement details of students in the last 3 years**
- **List of Research Projects/ Consultancy Works**
  - Number of Projects carried out, funding agency, Grant received
  - Publications (if any) out of research in last three years out of masters projects
  - Industry Linkage
  - MoUs with Industries (minimum 3(10))
- **LoA and subsequent EoA till the current Academic Year**
- **Accounted audited statement for the last three years**
- **Best Practices adopted, if any**

- **Note:** Suppression and/or misrepresentation of information shall invite appropriate penal action. The Website shall be dynamically updated with regard to Mandatory Disclosures
- **Important Instructions:**
    - Avoid putting personal information in public domain.
    - The mandatory disclosure should be available freely to view/download to the public without any restrictions.
    - LoA/EoA letters (since inception) should form part of the mandatory disclosure and complete mandatory disclosure document should be converted into a single PDF file and the URL (web-link) to be entered in the AICTE portal (under attachments tab).