

MANDATORY DISCLOSURE BY INSTITUTIONS RUNNING AICTE APPROVED MCA & MBA PROGRAMMES TO BE INCLUDED IN THEIR RESPECTIVE INFORMATION BROCHURE, DISPLAYED ON THEIR WEBSITE AND TO BE SUBMITTED TO AICTE THIS YEAR BY 28TH MAY TOGETHER WITH ITS URL

www.ssjitm.com

The following information is to be given in the Information Brochure besides being hosted on the Institution's official Website.

"The information has been provided by the concerned institution and the onus of authenticity lies with the institution and not on AICTE."

I. NAME OF THE INSTITUTION

**Shah Satnam Ji Institute of Technology & Management,
Near Shah Mastana Ji Dham, Shah Satnam Ji Marg,
Sirsa (Haryana) 125055
Office Tel. 01666-238605, Fax: 01666-238620, 9996211667
E-mail: infossjitm@gmail.com**

II. NAME & ADDRESS OF THE DIRECTOR

**Dr. D.D.Arora(Director)
Vishnu Colony, Kurukshetra (Hry.)**

III. NAME OF THE AFFILIATING UNIVERSITY

**Guru Jambheshwer University of Sci. & Technology Hisar (Haryana)
Pin. 125001 Tel. 01662-263100 Fax No. - 01662-276240, 276025**

IV. GOVERNANCE

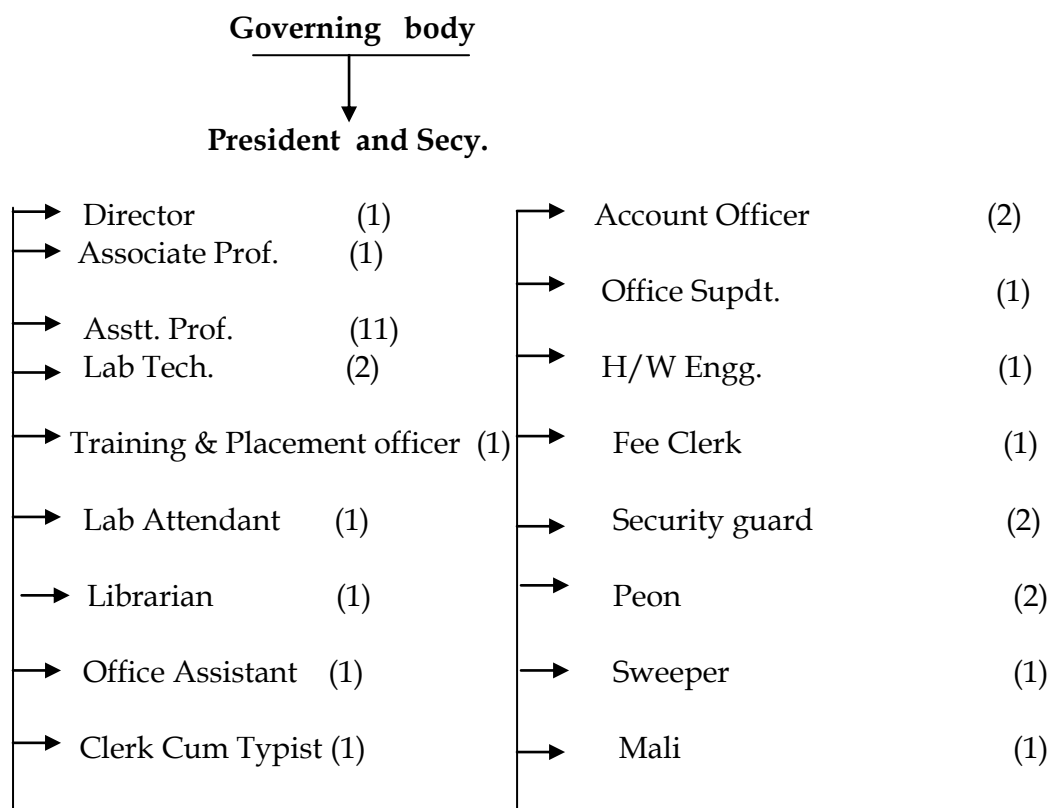
❖ **Members of the Board and their brief background**

- 1. Sh.Abhijeet Bhagat (Chairman)**
- 2. Sh. Gulabu Mal (Senior Vice Chairman)**
- 3. Mrs. Raman Salwara (Vice Chairman)**
- 4. Sh. Rakesh Kumar (Secretary)**
- 5. Sh.Ramesh Kumar (Joint Secretary)**
- 6. Ms. Shobha Gora (Cashier)**
- 7. Ms.Poonam Arora (Member)**
- 8. Sh.Yashbir Singh (Member)**
- 9. Sh.ChanderShekhar (Member)**
- 10. Dr. Chanchal Rani (Representative of Teaching Faculty)**
- 11. Sh. S.S Grewal (Representative of Non-teaching Staff)**
- 12. --- V.C. Nominee**
- 13. --- Nominee of Director , Tech. Edu, Hry.**

❖ **Members of Academic Advisory Body**

- 1. Sh Abhijeet Bhagat (President of Governing body)**
- 2. Smt.Geeta Monga (Principal Shah Satnam ji Girls College, Sirsa)**
- 3. Dr. Chanchal Rani (Director S.S.J.I.T.M,Sirsa)**
- 4. Ms.Ritu Garg (Asstt. Prof. S.S.J.I.T.M,Sirsa.)**
- 5. Representatives of A.I.C.T.E**
- 6. Representatives of Hry. Govt.**
- 7. Representatives of University Rep.**

- ❖ Frequency of the Board Meetings and Academic Advisory Body
Quarterly i.e Once in Every three months-A proper record is being maintained
- ❖ Organizational chart and processes



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

Meetings of faculty and students are held by the director of institute every month to review the progress of the course curriculum, requirement of books and teaching aids etc.

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

The meetings of governing body, academic advisory body are held every month and records of these suggestions/ decisions are maintained

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

Seminars, Workshops are held on every Saturday.

Grievance redressal mechanism for faculty, staff and students.

Grievance redressal committee

1. Dr Chanchal Rani (Associate Prof.)
2. Ms. Ritu Garg-Asstt. Prof. (MCA Dept.)
3. Ms. Anupal (MBA Dept.)
4. Ms. Seema -Office Suptd.
5. Sh.S.S.Grewal- Account Officer

Anti Sexual Harassment committee :- 1. Ms. Anupal, 2. Ms. Ritu Garg, 3. Ms. Seema, 4. Ms. Sheenam

Discipline Committee:- 1. Ms.Ritu Garg, 2. Ms.Nidhi Singla, 4.Ms.Megha, 5.Ms. Ram Pyari, 6. Ms.Suman 7. Ms.Seema

Anti Raging Committee :- 1. Ms.Jyoti Chhabra 2. Ms. Nidhi Singla , 3. Ms.Vijeta Khurana, 4.Ms.Poonam, 5. Ms.Suman

Affidavit of Anti Raging Committee

ANNEXURE I

AFFIDAVIT BY THE STUDENT

I, _____ (full name of student with Institute Roll Number)

s/o d/o Mr./Mrs./Ms. _____, having been admitted to _____ (name of the institution) , have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
 - 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
 - 3) I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
 - 4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
 - 5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.
 - 6) Along with the above mentioned points I do hereby declare that
 - a) I will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.
 - b. I will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).
- Declared this ___day of _____ month of _____year.

Signature of deponent

Name: _____

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at -----(place) on this the -----(day) of -----(month) , -----(year) .

Signature of deponent

Solemnly affirmed and signed in my presence on this the -----(day) of -----(month) , -----(year) after reading the contents of this affidavit.

OATH COMMISSIONER

Note : It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.

ANNEXURE II
AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of _____, (full name of student with University Roll Number) , having been admitted to _____ (name of the institution) , have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

- 1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 3) I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 4) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 5) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
- 6) Along with the above mentioned points I do hereby declare that
 - a) My ward will obey the code of conduct of the institute and do not indulge in any kind of in-disciplined activity while in and off the institution campus.
 - b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month) , (year) .

Signature of deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of _____ (month) , _____ (year) after reading the contents of this affidavit.

OATH COMMISSIONER

Note: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.

V. PROGRAMMES

❖ Name of the Programmes approved by the AICTE

-MCA, MCA (LEET), & MBA

❖ Name of the Programmes accredited by the AICTE

- NIL

❖ For each Program the following details are to be given:

Name & Year	No. of sanctioned seat	No.of Adm.	Duration	Cut off Mark/ Rank	Fee in (Rs.)	Placement Facility	Campus Placement	Salary
MCA 2002-05 (Ist Batch)	60	26	3 yrs.	-	11,200 P.A	Available	26	Rs. (8000 - 20,000) Avg. Rs. 12,000pm
MCA 2003-06 (IIInd Batch)	60	15	3yrs.	-	20,000P.A	Available	10	Rs. (8000 - 15,000) Avg. Rs. 10,000pm -
MCA 2004-07 (IIIrd Batch)	60	18	3yrs.	-	20,000 P.A	Available	10	Rs.(7000-10,000) Avg Rs. 8000/- pm
MCA 2005-08 (IVth Batch)	60	11	3yrs.	-	30,000 P.A	Available	11	8000/- pm
MCA 2006-09 (Vth batch)	60	30	3 yrs.	-	36,000 P.A	Available	8	Rs.(8000-25000)
MCA 2007-10 (VIth batch)	60	18	3 yrs.	-	36,000 P.A	Available	5	Rs.(8000-20000)
MCA 2008-11	60	19	3 yrs	-	36,000 P.A	Available	13	Rs.(8000-20000)
MCA 2009-12	45	34	3 yrs.	-	38,000 P.A.	Available	12	Rs.(8000-18000)
MBA 2009-11	45	44	2 yrs.	-	38000 P.A.	Available	22	Rs.(8000-15000)
MCA 2010-13	45	41	3 yrs.	-	38,000 P.A.	Available	17	Rs.(10000-20000)
MBA 2010-12	45	45	2 yrs.	-	38,000 P.A.	Available	15	Rs.(9000-15000)
MBA 2011-13	45	25	2 yrs.	-	38,000 P.A.	Available	7	Rs.(9000-20000)
MCA-2011-14	45	43	3 Yrs.	-	38,000 P.A	Available	14	Rs.(9000-25000)

MBA 2012-14	45	14	2 Yrs.	-	38,000 P.A	Available	4	Rs.(9000- 20000)
MCA-2012-15	45	49	3 Yrs.	-	38,000 P.A	Available	Will pass out in 2015	
MCA 2013-16	45	44	3 Yrs.	-	38,000 P.A	Available	Will pass out in 2016	
MBA 2013-15	45	15	2 Yrs.	-	38,000 P.A	Available	Will pass out in 2015	
MCA 2014-17	45	10	3 Yrs.	-	38,000 P.A	Available	Will pass out in 2017	
MBA 2014-16	45	18	2 Yrs.	-	38,000 P.A	Available	Will pass out in 2016	

❖ 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

Nil, as no any programme having affiliation/collaboration with Foreign University(s)/Institution.

Details of the Foreign Institution/University: **(NOT APPLICABLE)**

- 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 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 Collaborative/affiliated Programme give the following:

(NOT APPLICABLE)

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

❖ 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 (Approved)

VI. FACULTY

❖ Branch wise list faculty members:	3Yr MCA(FT)	2Yr.MBA(FT)
• Permanent Faculty	8	5
• Visiting Faculty	3	2
• Guest Faculty	0	2
• Permanent Faculty: Student Ratio	1: 15	1:15

Profile of each faculty with qualifications, total experience, age and duration of employment at the institute concerned.

3 Yrs. MCA (FT)

Sr.No.	Name	Education Qualification along with subject	Designation	Date of Appointment	Total Teaching Experience	Duration with institute
1.	Dr.Chanchal Rani	Ph.D (Comp.Sci.), M.Phil (Maths), CSIR-UGC NET (Maths)	Associate Professor	30.08.05	20 Years	10 years
2	Ms.Ritu Garg	NET, MCA, M.Tech.	Asstt.prof.	30.08.05	11 Years	11 Years
3	Ms.Nidhi Singla	MCA, M.Phil.	Asstt.prof.	30.08.05	11 Years	11 Years
4	Ms.Nitu Chugh	MCA, MBA, M.Tech., M.Phil	Asstt.prof.	30.08.05	11 Years	11 Years
5	Ms.Vijeta	MCA, M.Phil	Asstt.prof.	18.07.08	9Years	8 Years
6	Ms.Kushpal	MCA	Asstt.Prof.	12.07.08	8 Years	8 Years
7	Ms. Rajni Arora	MCA	Asstt. Prof.	30.8.06	8 Years	8 Years

Work Load Assigned to each teacher

Sr. No	Name of Teacher	Work Load
1	Dr. Chanchal	10 hrs
2.	Ms. Ritu Garg	14 hrs
3.	Mrs. Nidhi Singla	14 hrs
4.	Mrs. Nitu Chugh	14 hrs
5.	Mrs. Vijeta	14 hrs
6.	Ms. Khushpal	12 hrs.
7.	Mrs. Rajni Arora	12 hrs.

VI. PROFILE OF ASSOCIATE PROFESSOR WITH QUALIFICATIONS, TOTAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED



1. Name **Dr. Chanchal Rani**
2. Date of Birth **11-02-1971**
3. Educational Qual. Ph.D. (Computer Science)
CSIR-UGC NET(Maths), M.Phil (Maths), MCA ,B.Ed.
4. Work Experience
Teaching - 21 yrs.
Research - 5 Years


Post Graduate Level - Mathematics and Computer Science
5. Research guidance -
Master's - 2 M.Phil students
Ph.D. - Nil
6. No. of papers published in -
International Journals - 3
Conferences - 1
 - i. Projects Carried out - Nil
 - ii. Patents - Nil
 - iii. Technology Transfer - Nil
 - iv. **Research Publications - 3**
 - (i) **Topic-secure Mobile Ad-Hoc On Demand Routing Protocols**
Journal- IRRJ (International Referred Research Journal)
ISSN No. 0974-2832, Vol.-III,issue-28, May, 2011, Page No. 69-71.
 - (ii) **Topic- E-Learning: A concept and usage of Today's Scenario**
Journal- IGJAS (Indo Global Journal of Advance)
ISSN No. 2250-1662, Vol.1,No.1,Oct,2011, Page No.31-42.
 - (iii) **Topic-Secure Reactive Routing Protocols**
Journal- IGJAS (Indo Global Journal of Advance Studies)
ISSN No. 2250-1662, Vol.4, No.4, August,2012,Page No. 19-23.
 - v. No. of Books published with details - Nil

National conference(3 days- 15th to 17th March,2012)- On Recent Development in Mathematics with their Application at Govt. P.G. college for women Bhodia Khera,Fatehabad.(Haryana).

FDP-Two week Staff Development Programme on “Effective Teaching and Active Learning Methodology” held in June 2012 at OM Institute of Technology & Management,Hisar.

FDP- One week Faculty Development Programme on “ Teaching and Research Methodology” held in August, 2014(25th to 29th Aug) by NITTTR,Chandigarh at JCD COE Sirsa.


Workshop(3 days-25th to 27th Sept,2014) - On “Cloud Computing” by RoboSejugous & Ignus IIT Jodhpur(Coordination) at Shah Satnam Ji Institute of Technology & Management,Sirsa.

Name: Ms.Ritu Garg			
Designation	Assistant Professor		
Department	MCA		
Date of joining the Institution	30/8/2005		
Qualifications	Pursuing Ph.D.,M.Tech,M.Com,MCA		
Total Experience	Teaching:-11 Yrs.		
Papers Published			
paper Presented in	Confrence:	National:1	International-1
Workshops	<ol style="list-style-type: none"> 1. Two Day National Programme on “Technology Enhanced Learning” organized by NPTEL(IIT Madras) conducted on Feb,2014. 2. Two-Day Technical Workshop on “Robo Tryst” organized by Robosapiens Technologies pvt. Ltd. Held on Feb. 2013 3. Faculty Development Programme in JCD Engineering College on “Pedagogy in Technical Education” held on April, 2012. 4. Two-day Technical Workshop on “Android Application “ organized Sh.by Crezone Technologies held on March 2012 5. National Workshop on “Recent Trends in Engineering and Technology” organized by GJU of Science and Technology,Hisar held on March 2012. 6. Short Term Course on “Cloud Computing” conducted by NITTTR,Chandigarh held on August 2011. 7. Two-day National Workshop on “New Methodology of Assessment and Accrediation of Higher Educational Institutions by NAAC” organized by DMA National College of Education held on April 2010 8. National Workshop on “Recent Trends in Mathematics and Computing” conducted by TITS held on March 2010. 9.Two-day National Conference on “Recent Trends and Advancements in Computing”(RTAC-09) organized by JCDMCOE held on Feb 2009. 10. One Week AICTE Short Term Program on “Instructional Planning And Delivery” conducted by 		



NITTR, Chandigarh held on June 2008
11. One Week ISTE-AICTE Short Term Training Program on “Latest Advancements in Algorithm Analysis and Design” organized by Thapar University, Patiala held on June 2008.

PhD Guide? Give field & University		
PhDs/Projects Guided		
Books published IPRs/Patents		
Professional Memberships		
Consultancy Activities		
Awards		
Grants Fetched		

Name:- Nitu Chugh	
Designation	Assistant Professor
Department	MCA
Date of joining the Institution	30/8/2005
Qualifications	M.Tech, M.Phil, MBA ,MCA
Total Experience	Teaching : 11 Yrs.
Papers Published	2
paper Presented in	1
<p style="text-align: center;">Workshops</p>	<ul style="list-style-type: none"> • Attended Faculty Development Programme at JCD Engineering college, Sirsa on Pedagogy in Technical Education. • Attended National Workshop at GJU, Hisar on Recent Trends in Engineering and Technology. • Attended Technical Workshop at SSJITM, Sirsa on Android Applications. • Participated in STC at NITTR, Chnadigarh on Cloud Computing. • Participated in National workshop at TITs, Bhiwani on Recent Trends in Mathematics and Computing. • Attended National Workshop at DMA National College of Education, Sirsa on New Methodology of Assessment and Accreditation of Higher Educational Institutions by NAAC.


PhD Guide?Give field &University	
PhDs/Projects Guided	
Books published IPRs/Patents	
Professional Memberships	
Consultancy Activities	
Awards	
Grants Fetched	

Name:
Ms.Nidhi




Designation	Assistant Professor	
Department	MCA	
Date of joining the Institution	30-08-2005	
Qualifications	Pursuing Ph.D, M.phil & MCA	
Total Experience	Teaching: 11 yrs	
Papers Published		
paper Presented in	Confrence	National:1
Workshops	<p>1Two-Day Technical Workshop on “Robo Tryst” organized by Robosapiens Technologies pvt. Ltd. Held on Feb. 2013</p> <p>2. Two-day Technical Workshop on “Android Application “ organized Sh.by Crezone Technologies held on March 2012</p> <p>3 National Workshop on “Recent Trends in Engineering and Technology” organized by GJU of Science and Technology,Hisar held on March 2012.</p> <p>4 Two-day National Workshop on “New Methodology of Assessment and Accrediation of Higher Educational Institutions by NAAC” organized by DMA National College of Education held on April 2010</p> <p>5Two-day National Conference on “Recent Trends and Advancements in Computing”(RTAC-09) organized by JCDMCOE held on Feb 2009.</p> <p>6One Week AICTE Short Term Program on “Instructional Planning And Delivery” conducted by NITTTR, Chandigarh held on June 2008</p> <p>7 One Week ISTE-AICTE Short Term Training Program on “Latest Advancements in Algorithm Analysis and Design” organized by Thapar University,Patiala held on June 2008.</p> <p>8.Attend the Faculty Development Program in JCD Engineering Collage on "Pedalogy in Technical Education "Held on April 2014.</p> <p>9.Attend one day National workshop on "Patent Awareness" held on Dec. 11,2009 at Yadavindra Collage of Engineering,Talwandi Sabo,Bathinda.</p> <p>10. Attend the Faculty Development Program in JCD Engineering Collage on "Role of Modren</p>	

	Teaching Tools and Aids in Technical Education"Held on July ,2009
PhD Guide?Give field &University	
PhDs/Projects Guided	
Books published IPRs/Patents	
Professional Memberships	
Consultancy Activities	
Awards	
Grants Fetched	

Name: Ms.Vijeta			
Designation	Assistant Professor		
Department	MCA		
Date of joining the Institution	18.07.08		
Qualifications	M.Phil,MCA		
Total Experience	Teaching: 9 Yrs.		
Papers Published			
paper Presented in	Conference	National:1	International:Nil
Workshops	<p>Attended the Faculty development Programme in GJU University of Science & Technology, on “Entrepreneurship & Small Business Management” held on March</p> <ul style="list-style-type: none"> • 2013 Sponsored by Deptt. Of Science & Technology , Govt. of India & Entrepreneurship Development Institute of India. • Attended the National Workshop on “Recent Trends in engineering and Technology” organized by GJU University of Science & Technology, Hisar held on March 2012. • Attended Two-day Technical Workshop on “Android Application” delivered by Crezone Technologies held on March 2012. 		
PhD Guide?Give field &University			
PhDs/Projects Guided			
Books published IPRs/Patents			
Professional Memberships			
Consultancy Activities			
Awards			
Grants Fetched			

Mrs. Rajni Arora		
Designation	Assistant Professor	
Department	MCA	
Date of joining the Institution	30.08.2006	
Qualifications	MCA	
Total Experience	8 Yrs in Teaching	
Papers Published		
paper Presented in		
Workshops		
PhD Guide?Give field &University		
PhDs/Projects Guided		
Books published IPRs/Patents		
Professional Memberships		
Consultancy Activities		
Awards		
Grants Fetched		

Name: Ms.Kushpal		
Designation	Assistant Professor	
Department	MCA	
Date of joining the Institution	12.07.2008	
Qualifications	MCA	
Total Experience	8 Yrs in Teaching	
Papers Published		
paper Presented in		
Workshops		
PhD Guide?Give field &University		
PhDs/Projects Guided		
Books published IPRs/Patents		
Professional Memberships		
Consultancy Activities		
Awards		
Grants Fetched		

VISITING FACULTY

- Dr.R.K.Chauhan Reader, Department of Computer Science & Application, Kurukshetra University, Kurukshetra
- Dr. S.Anand Professor, University School Management, Kurukshetra University, Kurukshetra
- Mrs. Veena Raheja Asstt.Prof., Govt. National College, Sirsa
- Dr.Kuldeep Singh Associate Prof. Govt. College, Kurukshetra University, Kurukshetra


Sr.No.	Name	Educational Qualification along with subject	Designation	Date of Appointment	Total Teaching Experience	Duration with Institute
1.	Ms.Megha	UGC-NET, MBA M.Phil	Asstt. Prof.	19.7.10	5 Years	5 years
2.	Ms.Anupal	Pursuing PHD, UGC-NET, STET (Commerce), MBA ,M.Com	Asstt.Prof.	17.08.11	3 Years	4 years
3.	Mrs. Rajwinder	MBA (FINANCE)	Asstt.Prof.	1.07.16	10 Months	10 Months
4.	Ms.Ram Pyari	MBA	Asstt.Prof.	12.06.15	2 Years	2 Years
5.	Mr.Jyoti Chhabra	MBA	Asstt.Prof.	12.06.2015	2 Years	2 Years

(II)


2 Yrs. MBA (FT)

Work Load Assigned to each teacher


Sr. No	Name of Teacher	Work Load /Week
1.	Ms.Megha	12 hrs.
2.	Ms.Anupal	12 hrs.
3.	Ms. Rajwinder	12 hrs.
4.	Ms.Ram Pyari	10 hrs.
5.	Ms.Jyoti Chhabra	10 hrs.

<p>Name:- Mr.Jyoti Chhabra</p> 	
Designation	Asstt.Prof.
Department	MBA
Date of joining the Institution	12.06.15
Qualifications	MBA
Total Experience	Nil
Papers Published	National- International-1


paper Presented in	Confrence:	National:	International-
Workshops	Three		
PhD Guide?Give field &University			
PhDs/Projects Guided			
Books published IPRs/Patents			
Professional Memberships			
Consultancy Activities			
Awards			
Grants Fetched			

Name:- Ms.Megha Madan			
Designation	Asstt.Prof.		
Department	MBA		
Date of joining the Institution	19.07.2010		
Qualifications	UGC-NET(Management), MBA ,M.Phil		
Total Experience	Teaching:-7 Yrs.6 Month		
Papers Published			
paper Presented in			
Workshops			
PhD Guide?Give field &University			
PhDs/Projects Guided			
Books published IPRs/Patents			
Professional Memberships			

Consultancy Activities	
Awards	
Grants Fetched	

Name:- Ms. Anupal		
Designation	Asstt.Prof.	
Department	MBA	
Date of joining the Institution	17.08.2011	
Qualifications	Pursuing Ph.D.(Management), UGC-NET, STET (Commerce), MBA, M.Com	
Total Experience	Teaching:6 years	
Papers Published		
paper Presented in		
Workshops		
PhD Guide?Give field &University		
PhDs/Projects Guided		
Books published IPRs/Patents		
Professional Memberships		
Consultancy Activities		
Awards		
Grants Fetched		

Name:- Ms. Rajwinder	
Designation	Asstt.Prof.
Department	MBA
Date of joining the Institution	01/07/2016
Qualifications	MBA (Finance)-
Total Experience	Teaching: 10 Months
Papers Published	
paper Presented in	
Workshops	
PhD Guide?Give field &University	
PhDs/Projects Guided	
Books published IPRs/Patents	
Professional Memberships	
Consultancy Activities	
Awards	
Grants Fetched	

Name:- Ms.Ram Pyari		
Designation	Asstt.Prof.	
Department	MBA	
Date of joining the Institution	2/6/2014	
Qualifications	MBA	
Total Experience	Teaching : 2 Years	
Papers Published		
paper Presented in		
Workshops		
PhD Guide?Give field &University		
PhDs/Projects Guided		
Books published IPRs/Patents		
Professional Memberships		
Consultancy Activities		
Awards		
Grants Fetched		

❖ Number of faculty employed and left during the last three years

Year	Employed	Left	In Position
2012-13 (MCA)	10	1	9
2013-14 (MCA)	9	-	9
2014-15 (MCA)	10	-	10
2012-13 (MBA)	10	4	6
2013-14 (MBA)	7	2	5
2014-15 (MBA)	6	-	6

VIII. FEE

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

Tution fee 32000/- Development charges 6000/-=Rs. 38,000 Per year

FEE STRUCTURE FOR MCA & MBA

-	<u>PARTICULAR</u>	<u>MCA (Rs.)</u>	<u>MBA(Rs.)</u>	<u>MCALEET (Rs.)</u>	<u>Remarks</u>
1	<u>Tution Fees</u>	<u>30,000</u>	<u>32000</u>	<u>30000</u>	<u>Per Annum</u>
2	<u>Development Charges</u>	<u>6000</u>	<u>6000</u>	<u>6000</u>	<u>Per Annum</u>
3	<u>Student Fund</u>	760	760	760	<u>Per Annum</u>
4	<u>University Charges</u>	4230	4230	4230	<u>Per Annum</u>
5	<u>College Fund</u>	8250	8250	8250	<u>Per Annum</u>
6	<u>Security (Refundable)</u>	<u>2000</u>	<u>2000</u>	<u>2000</u>	<u>Per Annum</u>
7	Prospectus	500	500	500	<u>Per Annum</u>

❖ Time schedule for payment of fee for the entire programme.

In 6 installments (semester wise) for 3 years MCA(FT) programme.

In 4 installments(semester wise) for 2 years MBA(FT) programme.

❖ No. of Fee waivers granted with amount and name of students. -

Sr.No.	Name	Adm.No.	Amount
1.	Ms. Priyajot	357	47350/-
2.	Ms.Ramanpreet	332	47350/-
3.	Ms.Veerpal	335	47350/-
4.	Mr.Jaswinder Singh	334	15000/-
5.	Ms. Mamta Rani	319	15000/-
6.	Ms.Priyanka	392	47350/-
7.	Ms.Minakshi	404	30000/-
8.	Ms. Ramandeep	405	15000/-
9.	Ms.Vandana	1008	15000/-
10.	Ms.Reena	762	15000/-
11.	Mr.Prince Kumar	763	15000/-
12.	Mr.Virender Singh	747	48350/-
13.	Ms.Preet Kaur	366	15000/-
14.	Ms.Sapna Pundir	768	15000/-

Number of scholarship offered by the institute in one year 2013.

Merit/Reserved category/economically weaker section

Total No. of Students :- 70 (Based on Merit)

Amount :- Rs.2000 each

Total Amount :- 70*2000= Rs.1,40,000

Estimated cost of boarding and lodging in hostels.
 Rs. 45,000/- package deal for one year for one seat in 3 bed room
 accommodation. Payable in two installments.

Hostel & Mess Charges Annually					
Session 2014-15					
S.no	Fees Heads	Amount(Rs.)			
1	Lodging	3600			
2	Boarding	31050			
3	Reading Room	1200			
4	Computer	1200			
5	Work Station	1200			
6	Gym & Sports	3600			
7	Necessary Furniture & Furnishing	200			
8	Water & Electricity Charges	2950			
Total Amount		45000			
Installment		1st	2nd	3rd	Total Amt.(Rs.)
1	Annual Fund	7400	0	0	7400
2	Repair & Maintenance Charges	1500	1450	0	2950
3	Lodging	1200	1200	1200	3600
4	Boarding	10350	10350	10350	31050
	Total Amount Of General Rooms	20450	13000	11550	45000
	Fees AC Rooms (10,000/-)	4000	3000	3000	10000
	Total Amount (AC Rooms)	24450	16000	14550	55000

1st Installment	July
2nd Installment	October
3rd Installment	January

IX. ADMISSION

Year of approval	2002 MCA	2011 MCA	2012 MCA	2013 (MCA)	2013 MCA (LEET)	2011 MBA	2012 MBA	2013 MBA
No. of seats sanctioned	60	45	45	45	40	45	45	45
Number of students admitted under various categories each year in the last three years.	26	45	24	44	26	25	14	15
Number of applications received during last two years for admission under Management Quota and number admitted	-	45 35	24	20 14	26	29 20	14	15
Year of approval	2002	2014 MBA	2014 MCA	2014 MCA (LEET)	2015			
No. of seats sanctioned		45	45	40	Admission Process is going on			
Number of students admitted under various categories each year in the last three years.		18	10	30				
Number of applications received during last two years for admission under Management Quota and number admitted		18	10	30				

X. ADMISSION PROCEDURE

- ❖ Mention the admission test being followed, name and address of the Test Agency and its URL (website). Haryana State Technical Education Society, Panchkula www.hstes.in, www.hstes.org, www.techeduhry.gov.in, www.techadmission.gov.in
- ❖ Number of seats allotted to different Test Qualified candidates separately [AIMCET/CET (State conducted test/University tests)/Association conducted test]
- ❖ Calendar for admission against management/vacant seats:
 - Last date for request for applications.- 23.07.2014
 - Last date for submission of application.- 23.07.2014
 - Dates for announcing final results. -25.07.2014
 - Release of admission list (main list and waiting list should be announced on the same day) 25.07.2014
 - Date for acceptance by the candidate (time given should in no case be less than 15 days)
 - Last date for closing of admission.-14.08.2014
 - Starting of the Academic session.- 1.08.2014
 - 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.

Admissions are being made by the SCBH off-campus on line counseling. The state Govt. has been drawn management quota This institute has surrender state quota/NRI seats to

state govt. & entire admissions for intake sanctioned by AICTE will be filled up by SCBH. This institute will only fill up the vacant/ left over seats in 2nd counseling as per guidelines of SCBH

XI. CRITERIA AND WEIGHTAGES FOR ADMISSION

- ❖ Describe each criteria 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 & percentile scores 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.
- State Govt. Policy is being followed.**

Item No I - XI 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 XII-XV.

XII. APPLICATION FORM

1. Admissions are being made online off campus by Haryana State counseling Society Panchkula who have hosted their own admission brochure.
2. Format of application form for management 25% seats has been hosted on our website: www.ssjitm.com

XIII. LIST OF APPLICANTS

- ❖ List of candidates whose applications 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.

Information is being displayed on the notice board in compliance with the advertisement published in leading news paper as per compliance of Director technical education haryana. Results of Admission under Management Seats/Vacant Seats

- ❖ Composition of selection team for admission under Management Quota with the brief profiles of members (This information be made available in the public domain after the admission process is over)
- ❖ Score of the individual candidates admitted arranged in order of merit.
- ❖ List of candidates who have been offered admission.
- ❖ Waiting list of the candidates in order of merit to be operative from the last date of joining of the first list candidates.
- ❖ List of the candidates who joined within the date, vacancy position in each category before operation of waiting list.

Result of admission against management seat /vacant seat is being displayed as per state Govt.

XIV. INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE

LIBRARY:

- Number of Library books/Titles/Journals available (programme-wise)

Sr. No.	Courses	No. of Titles	No. of Volumes	National Journals	International Journals
1	MCA	1020	6205	9	-
2	MBA	550	4074	11	-

- List of online National/International Journals subscribed.(e-journal)
 1. EBSCO-(BUSINESS SOURCE ELIT E-JOURNAL COLLECTION)
 2. IEEE ALL SOCIETY PERIODICALS PACKAGE
 3. J-GATE (JSMS) SOCIAL & MANAGEMENT SCIENCES
- E-Library facilities Availble

LABORATORY:

For each Laboratory

- List of Major Equipment/Facilities

Lab 1 Equipments Detail

1. P.C's	35
2. L.C.D	35
3. Printer hp Laser jet	1
4. UPS	3
5. Projector H.P	1
6. Keyboard, Mouse	35
7. Canon printer	1
8. Canon scanner	1
9. Air Conditioner	3

Configuration of PC:

Computer name: - Brand- intex, Chirag

Operating system: - Window 7, Rating: 3.0 window experience index

Processor: Intel Pentium(R) Dual Core CPU 5800@320 GHz, RAM: - 2.00 GB

System Type: - 32 bit operating system,Ports (COM&LPT)

Keyboards: HID Keyboard device

Monitor: Generic pnp monitors

Mouse: HID compliant mouse

Lab 2 Equipments Details

1) Monitors	30
2) I-ball CPU without DVD writer	9
3) I-ball CPU with DVD writer	4
4) OHP Projector	1
5) On Line UPS	2
6) Cannon Printer	3
7) Hp Scanjet (Scanner)	1
8) Intex CPU with DVD writer	17
9) Air Conditioned	2

Configuration of PC:

Brand	Intex/I-ball
Processor	Dual-core/I-ball/PentiumCPU G630Q 2.70 GHz

RAM	1 GB/2GB
HDD	250GB/500GB
Mother Board	MSI
Keyboard	Multimedia
Mouse	Optical
LCD Screen	18.5'
Ports	USB, VGA, SERIAL

Lab 3 Equipments Details

1) LG LCD Monitor	27
2) Compaq LCD Monitor	3
3) Acer LCD Monitor	2
4) Compaq CPU With USB Writer	23
5) Intex CPU with USB Writer	9
6) On Line UPS	2
7) OHP Projector	1
8) Canon Printer	2
9) Air Conditioned	2
10). Smart board with LCD projector :	1

Configuration of PC:

1) Brand	I-ball
Processor	Intel Pentium Processor
RAM	1GB
HDD	250 GB
Mother Board	MSI
Keyboard	Multimedia
Mouse	Optical
LCD Screen	18.5'
Ports	USB, VGA, SERIAL
2) Brand	Compaq
Processor	Intel Core 2Duo
RAM	2GB
HDD	320GB 3G Hard Drive
Mother Board	MSI
Keyboard	Multimedia
Mouse	Optical
LCD Screen	18.5'
Ports	USB, VGA, SERIAL

Lab 4 Equipment Details

1. . Monitor (21 HCL+4Genesis)	:	25
2. I-ball LCD monitor	:	5
3. 4. Monitor (Intex)	;	10
5. I- ball CPU with USB writer	:	5
6. CPU,Keyboard,Mouse	:	35

7. Canon Printer	:	1
8. On line UPS(3KVA/6KVA)	:	2
9. OHP projector	:	1
10-. Smart board with LCD projector	:	1

Configuration of PC:

Brand	Intex/I-ball/Compaq/Chirag
Processor	Dual-core/PentiumCPU G630Q 2.70 GHz
RAM	1 GB/2GB
HDD	250GB/500GB
Mother Board	MSI/Gigabit/Intel
Keyboard	Multimedia
Mouse	Optical
LCD Screen	18.5'
Ports	USB, VGA, SERIAL,LAL

SYSTEM SOFTWARES

Name	No. of copies
1. Linux Ubuntu 10.10	2
2. Window XP	2
3. Window 7	1
4. Win 7 – Home basic	1
5. Win 7 – Home basic	1
6. Window Vista – Home basic	1
7. Window Vista – Home basic	1
8. Window 8	
9. Window 98	

APPLICATION SOFTWARES

Name	No. of copies
1. Microsoft Visual Studio.net(academic) 2002	5
2. Borland Turbo C++ suite	5
3. Guardian Antivirus 2012	2
4. K7 Antivirus	1
5. Kaspersky Antivirus 2012	1
6. Oracle 10	1
7. JRE6	1
8. Office 2007 Suites	1
9. Office 2010 Suites and Apps KMS	1
10. Office Professional Plus	1
11. Quick Heal Total security <u>Antivirus</u> (10 user)	<u>1</u>
<u>12. Odll (oral digital Language Lab)</u>	<u>1</u>
<u>13. Elicps for PHP</u>	<u>30</u>
<u>14. Aptana for PHP</u>	<u>1</u>
<u>15. XAMPP server for PHP</u>	<u>1</u>
<u>16. Filezilla client for PHP</u>	<u>1</u>
<u>17. SOLYOG for PHP database</u>	<u>1</u>

- Special purpose facilities available
 - Games and Sports Facilities
Hockey, basketball, badminton, International Roller Skating, International Cricket International Swimming Pool, International Volleyball etc.
 - Extra Curriculum Activities
Quiz contest, declamation, debates, seminar etc.
 - Soft Skill Development Facilities **Yes available**
 - Number of Classrooms and size of each **6 rooms of size 103.5 sq. meter each.**
 - Number of Tutorial rooms and size of each **2 rooms of size 103.5 sq. meter each.**
 - Number of laboratories and size of each **3 labs size 103.5 & 4th Lab Size 204 sq. meter**
 - Number of Conference hall and size of each **- 1 & size 132 sq. meter**
 - Number of Seminar hall and size of each **- 1 & size 132 sq. meter**
 - Number of Computer Centre with capacity of each **-**
- Central Examination Facility, Number of rooms and capacity of each. **6 rooms of size 103.5 sq. meter each**
- Teaching Learning process Seminar & workshop are held regularly
- Curriculum and syllabi for each of the programmes as approved by the University.
As Per Guru Jambheshwar University of Science & Tech., Hisar.
- Academic Calendar of the University -do-
- Academic Time Table -do-
- Teaching Load of each Faculty 12 to 12 hrs. /week
- Internal Continuous Evaluation System and place- Based on Sessional test+ Attendance+ Punctuality
- Students' assessment of Faculty, System in place -

Dr.D.D. Arora
Director
Shah Satnam Ji Institute of
Technology & Management, Sirsa

Note: Suppression and/or misrepresentation of information would attract appropriate penal action.