

Mandatory Disclosure by Institutions running PGDBM/PGDM/MBA programmes to be included in their respective information brochure, displayed on their website and to be submitted to AICTE every year well before the admission process

I. NAME OF THE INSTITUTION :T.N. Rao College of Management

Studies, Rajkot

- **Address including telephone, Fax, e-mail.**

Address:	T.N. Rao College of Management Studies b/h MCA Department, Adj. Saurashtra University Campus Rajkot- 360005, Gujarat, India Telephone: 91-281-2589582 Fax: 91-281-2589582 Email: tnrcms@gmail.com
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II. NAME & ADDRESS OF THE DIRECTOR

Dr. K.K. Khakhar Director T.N. Rao College of Management Studies b/h MCA Department, Adj. Saurashtra University Campus Rajkot- 360005, Gujarat, India

III. GOVERNANCE

- u Members of the Board and their brief background.
- u Members of Academic Advisory Body.
- u Frequency of the Board Meetings and Academic Advisory Body.
- u Organisational chart and processes

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

Faculty members are associated with the following committees related to academic affairs and improvements

- 1. Managing Committee *(approved by the Chairman and Campus Director)**
- 2. Management Review Committee***
- 3. Disciplinary Committee***
- 4. Examination In-charge**
- 5. Admissions In-charge**

6. Grievances In-charge*
7. Placement Committee
8. Library Committee
9. Industrial Tour
10. Communication & Correspondence Committee
11. Internet & I.T. Committee

* Director and Assistant Director are directly involved with these committees
Students are associated in the Committees at Sl. No 7-12

In addition to these, students organize various forums/Committees like Economic Times Club, Cultural Activities committee, Social Activities Committee, Sports Committee, etc.

IV. PROGRAMMES

- Name of the Programmes (Full Time) approved by the AICTE

Full-Time Programmes
<p>Masters of Business Administration (MBA) : Intake 60</p> <p>Two- year full time Programme, approved by AICTE. Commenced in 2004 Admission – On the basis of the Gujarat Common Entrance Test scores (GCET) conducted by the _____ followed by Group Discussion and Personal Interview. Suitable weightage is given to past academic record.</p>

For each Programme the following details are to be given :

1. Name
2. Number of seats
3. Duration
4. Cut off mark for admission during the last 2 years.
5. Fee
6. Placement Facilities

For the placements of students, there is a separate placement office which is headed by a placement officer and the entire placement activities are carried out through a placement committee of students under the guidance & supervision of P.O.

The major activities for placements are as under :

- Preparation of placement brochure which includes all the details about college, staff & students.
- Arranging of Campus Interviews & off campus interviews as well.
- Assisting students by providing them career guidance.

7. Campus placement in last two years with minimum salary, maximum salary and average salary.

As the first batch passed out in (may-june) 2006 almost all the students are placed.

College has helped directly & indirectly to app. 40 students for placements.

The maximum salary is app. Rs.3,00,000 P.A. and minimum salary is app.

Rs.90,000 P.A. and average salary is app. Rs.1,20,000 P.A.

Name of the Programme	Masters of Business Administration
Number of Seats	60
Duration	Two-year full time course
Cut off Mark for admission during the last 2 years	
Fee	
Placement Activities	Available
Campus Placement in the last two years	The first batch is about to pass out in April 2006

- Name and duration of programme(s) having affiliation/collaboration with Foreign University(s)/Institution(s) and being run in the same Campus along with status of AICTE approval. **No Foreign Collaboration**
- Details of the Foreign Institution/University: **Not Applicable**
 - i. Name of the University/Institution
 - ii. Address
 - iii. Website
 - iv. Is the Institution/University Accredited in its Home Country
 - v. Ranking of the Institution/University in the Home Country
 - vi. Whether the degree offered is equivalent to an Indian degree?
 - vii. If yes, the name of the agency which has approved equivalence. If no, implications for students in terms of pursuit of higher studies in India and abroad and jobs both within and outside the country.
 - viii. Nature of Collaboration
 - ix. Conditions of Collaboration
Complete details of payment a student has to make to get the full benefits of collaboration.
- For each Collaborative/affiliated Programme give the following:
 1. Programme Focus
 2. Number of seats
 3. Admission Procedure
 4. Fee
 5. Placement Facility
 6. Placement Records for last two 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. **Not Applicable**

V. FACULTY

- **Number of faculty members:**
 1. Permanent faculty - 8
 2. Visiting faculty - 7
 3. Adjunct faculty
 4. Guest faculty - 27
- **Profile of each faculty with qualifications, total experience, age and duration of employment at the institute concerned.**

Sr. No.	Name of the Teaching Faculty	Qualifications	Discipline	Total Experience	Age	Duration of Employment
1.	Dr. K.K.Khakhar	M.A. Ph.D.	Economics	27	63	1 ½ yrs.
2.	Prof. Dharmesh Raval	M.Com, PhD (pursuing)	Finance	5	26	1 ½ yrs.
3.	Manish Bhaya	MBA	Marketing	5	36	1.6
4.	Shyama Gokul	M.Com.	HR	2		7 mths
5.	Prof. Niharika Bajaja	MBA, MA (Economics pursuing) NET	Marketing	2	26	1 ½ yrs.
6.	Prof. Rupal Rupani	MBA	Marketing	3	30	1 ½ yrs.
7.	Prof. Hardik Vachhrajani	MBA, PGDHRM	Systems	7	26	1 ½ yrs.
8.	Prof. Sunil Bajaja	MCA	General Mgmt.	5	30	1.6

- **Number of faculty employed and left during the last two years**
Faculty Employed – 7
Faculty Left – 0
- Profile of Director/Principal with qualifications, total experience, age and duration of employment at the institute concerned.
Dr. K.K. Khakhar -

- Whether student assessment of faculty is in force. **Yes**

VI FEE

- Details of fee, as approved by State Fee Committee, for the Institution.
- Time schedule for payment of fee for the entire programme. **Fee is payable in 4 installments at the beginning of each semester**

- Fee waivers granted with amount and name of students.
- Number of scholarships offered by the institute with the name of students, duration and amount.
- Criteria for fee waivers/scholarships.
- Estimated cost of Boarding and Lodging in Hostels.

VII. ADMISSION

Programme	Number of seats sanctioned with the year of approval	Number of students admitted under various categories each year in the last two years	Number of applications received during last two years
MBA 2006 2004-2005	60 (2005)	60	

VII

I. ADMISSION PROCEDURE

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

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

Programme	Admission test being followed	Number of seats allotted to different Test Qualified candidates
MBA	GCET	60

- **Calendar:** (For MBA programme, the calendar is decided by Saurashtra University, Government of Gujarat)
 1. Last date for request for applications. **May**
 2. Last date for submission of application **May**
 3. Dates for Group Discussion (GD)/Interviews **June**
 4. Dates for announcing final results **July**
 5. Release of admission list (main list and waiting list should be announced on the same day) **July**
 6. Date for acceptance by the candidate (time given should in no case be less than 15 days) **2 weeks**
 7. Last date for closing of admission. **2nd week of August**
 8. Starting of the Academic session. **Last week of July**
3rd July 2006 (2nd Year)
 9. The waiting list should be activated only on the expiry of date of main list **Yes**
 10. The policy of refund of the fee, in case of withdrawal, should be clearly notified. **To be specified in the Admission Brochure**

IX. CRITERIA AND WEIGHTAGES FOR ADMISSION

- Describe each criteria with its respective weightages i.e. Admission Test, GD, Interview etc.

Written Test	-	80%
GD	-	10%
PI	-	10%
Total	-	100%
- Mention the minimum level of acceptance, if any, for any criteria.
- 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
- 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.
- Display marks scored in Test, GD, Interview etc. and in aggregate for all candidates who come for GD/ Interview etc.

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.
Not Applicable

XI. 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.

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.) **Yes**
- Attributes for evaluation in GD/Interview. **Undisclosed by Organiser**

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)
- 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.

- List of candidates who have been offered admission in each category.
- 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.
- List of the candidates who joined within the date vacancy position in each category before operation of waiting list.

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

ANNEXURE I

**Organisation Structure
Teaching Staff (Discipline- Wise)**

Director

Assistant Director

Marketing

Finance

HR

General Management

Lecturers - 3

Lecturers - 1

Lecturers - 1

Lecturers - 1

Professors	-	1
Lecturers	-	7

ANNEXURE I (Contd.)

