# **MANADATORY DISCLOSURE 2016-2017**

# HINDUSTAN INSTITUTE OF MANAGEMENT & COMPUTER STUDIES – MBA & MCA





# **SPLENDID VIEW OF INSTITUTE CAMPUS (Inside)**

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#### MANDATORY DISCLOSURE

#### Mandatory Disclosure

17th August 2016

- AICTE File No.
   Date & Period of last approval
- 2. Name of the Institution Address of the Institution City & Pin Code State / UT

Northern/1-2008732931/2014/EOA, dated 04 Jun 2014

HINDUSTAN INSTITUTE OF MANAGEMENT & COMPUTER STUDIES 26<sup>th</sup> KM STONE, AGRA-MATHURA HIGHWAY FARAH, MATHURA UTTAR PRADESH

Phone number with STD code Fax number with STD code Email Website Nearest Railway Stations (dist in Km) Nearest Airport (dist in Km)

director.himcs@sgei.org www.sgei.org

0562-2853241

MATHURA (25 km)

NEW DELHI (220 km)

3. Type of Institution

#### Private

Co-Ed

 $\sqrt{}$  Non Minority / Minority specify minority

Category (2) of the Institution

Category (1) of the Institution

5. Name of the affiliating University Address

Website Latest affiliation period Dr. APJ Adbul Kalam Technical University (Formerly UPTU) IET Campus, Sitapur Road, Lucknow (U.P.)

www.aktu.ac.in 2016-17

6. 7.	Name of Director Exact Designation Phone number with STD code Email Highest Degree Field of specialization	DR. NAVEEN GUPTA DIRECTOR 0565-2763704 <u>director.himcs@sgei.org</u> Ph.D Behavioral Scientist			
8.	Governing Board Members Frequency of meetings	Attached as (A Twice in a year	APPENDIX – A	)	
9.	Core & Other Committees	Attached as (	APPENDIX – A	(1))	
10.	Organizational Chart	Attached as (	APPENDIX- B	)	
11.	Student feedback mechanism on Institutional Governance/faculty Performance	<ul> <li>(a) After each sem each student is given feedback form to be filled for the faculty who taught them.</li> <li>(b) The faculty is graded on scale of 1 to 5 for each attribute.</li> <li>(c)The data is compiled, analyzed and the faculty is briefed accordingly by Director / HoDs.</li> </ul>			
12.	Grievance redressal mechanism for faculty, staff and students	Attached as (A	<u>PPENDIX – C</u> )		
13.	Name of the	Master of Bus	iness Administr	ration	
	Department Course				
	Level	V UG/ <b>PG</b>			
	(i) <b>MBA</b> 1 <sup>st</sup> Year of approval by the Council	1997			
	Year wise Sanctioned Intake Year wise Actual Admissions	<b>2016</b> 120 100	<b>2015</b> 120 82	<b>2014</b> 120 99	
	(ii)MCA 1 <sup>st</sup> Year of approval by the Council	1997			
	Year wise Sanctioned Intake Year wise Actual Admissions	<b>2016</b> 68 32	<b>2015</b> 90 62	<b>2014</b> 90 32	

13.	Name of Teaching Staff* Designation Department Date of Joining the Institution Qualifications with Class / Grade	UG	PG	Ph.D	рното
	TotalExperienceinYears Papers PublishedPapers Presented in ConferencesPh.D Guide? Give field &University PhDs / Projects GuidedBooks Published / IPRs / PatentsProfessional MembershipConsultancy ActivitiesAwardsGrants fetchedInteractionwithProfessional InstitutionsAttached as APPENDIX-D	Teaching National National Field PhDs	Industry	Research International International University projects at M	asters level
14.	Admission quota (Management Quota) Entrance test / admission criteria	UPSEE Condu University, Lu	cted by Dr. APJ cknow (U.P.)	Abdul Kalam	
	Admission	August & July			
15.	Infrastructural information <sup>^</sup> Classroom/Tutorial Room facilities	8/2 ( <u>APPEND</u>	<u>IX – E</u> )		
	Computer Laboratory details	( <u>APPENDIX</u>	<u> </u>		
	Computer Laboratory Photos	( <u>APPENDIX</u>	<u>- G</u> )		
	Library facilities	(APPENDIX	<u>- H</u> )		

	Auditorium / Seminar Halls / Amphi	Seminar Hall & Amphi ( <u>APPENDIX – I</u> )			
	Cafeteria	YES ( <u>APPENDIX – J</u> )			
	Indoor Sports Facilities	YES ( <u>APPENDIX – K</u> )			
	Outdoor Sports facilities	YES ( <u>APPENDIX – L</u> )			
	Gymnasium facilities Facilities for disabled	YES ( <u>APPENDIX – M</u> )			
	College Bank ATM	( <u>APPENDIX – N</u> )			
16.	Boys Hostel	YES ( <u>APPENDIX – O</u> )			
	Girls Hostel	YES ( <u>APPENDIX – P</u> )			
	Medical & other Facilities at Hostel	YES ( <u>APPENDIX – Q</u> )			
17.	Academic Sessions Examination system, Year / SEM Period of declaration of results	August to July Semester July & January			
18.	Counseling / Mentoring Career Counseling Medical facilities Student Insurance	YES YES YES YES			
19.	Cultural activities Sports activities Literary activities Annual Journal Technical activities / TechFest Industrial Visits / Tours Alumni activities Social Initiatives (Projects) Institute's Events Other facilities in the Institute	YES $(\underline{APPENDIX} = \underline{R})$ YES YES MAGNI FEST YES YES $(\underline{APPENDIX} = \underline{S})$ $(\underline{APPENDIX} = \underline{U})$			

# **GOVERNING BODY**

# HINDUSTAN INSTITUTE OF MANAGEMENT AND COMPUTER STUDIES

As per guidelines of AICTE, New Delhi

S No	Particular	Person Name	Qualification	Occupation	Official Address
1	Chairman	Shri P K Gupta	Post Graduation	Chancellor, Sharda University	Sharda University plot No. 32-34, Knowledge Park III, Grater Noida, UP-201306
2	Vice Chairman	Shri Y K Gupta	Graduation	Educationist	SGI Tower, Agra-Mathura Highway- NH-2, Agra-282002
3		Shri A S Gupta	Post Graduation	Educationist	10, Jawahar Nagar, Khandari, Agra
4	Members nominated by the Registered Society / trust	Smt Seema Gupta	Post Graduation	Social Worker	Sharda University plot No. 32-34, Knowledge Park III, Grater Noida, UP-201306
5		Smt Bhavana Gupta	Graduation	Social Worker	SGI Tower, Agra-Mathura Highway- NH-2, Agra-282002
6	Nominee of the All India council for Technical Education - Regional Officer (Ex-Officio) An Industralist / technologist / educationist from the Region to be nominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the Chairman of the Council				Corrensponded for nominee
7	Nominee of the Affiliating Body / University / State Board of Technical Education	Prof A K Saxena	Ph D	Professor	Deptt of Electrical Engg., Dayalbagh Educational Institute, Dayalbagh, Agra
8	Nominee of the State Govt (Director of Technical Education (Ex-Officio) An Industrialist / technologist / educatiionist from the Region nominated by the State Government		ż		Corrensponded for nominee
9	Principal / Director of the concerned technical institution (as nominee of the Society / Trust) - Member Seceretary	Dr Naveen Gupta	Ph D	Director	Hindustan Institute of Management and Computer Studies, Farah, Mathura
10	Two Faculty members to be nominated from amongst the regular staff one at the level of Professor and one	Dr. Abhilasha Singh	MBA	Faculty Member	Hindustan Institute of Management and Computer Studies, Farah, Mathura
	at the level of Assistant Professor	Mr. Nand Kumar Mishra	MCA	Faculty Member	Hindustan Institute of Management and Computer Studies, Farah, Mathura
11	An Industralist / technologist / educationist from the Region to be nominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the Chairman of the Council	Shri Pramod Garg	Graduation	Industrialist	C-25, Kamla Nagar, Agra (M) 9319107700
12	An Industrialist / technologist / educatiionist from the Region nominated by the State Government	Prof Ravi Shankar	Ph D	Professor	Indian Institute of Technology, New Delhi.
13	An Educationist / Administrator	Prof Sanjeev Swami	Ph D	Professor and Head of Department of Management	Dayalbagh Educational Institute (Deemed University), Dayalbagh, Agra

mpla ..... ..... (Signature and Seal of the Director)

Girector H. I. M. C. S Farah, Mathura

#### HINDUSTAN INSTITUTE OF MANAGEMENT & COMPUTER STUDIES – MBA & MCA APPENDIX A (1) <u>CORE COMMITTEES</u>

Name of core Committee	Core Functions
Purchase Committee	<ul> <li>Annual Requirement Planning</li> <li>Preparation of annual procurement budget.</li> <li>Purchasing according to delegation of power.</li> <li>Registration of vendors</li> <li>Follow up maintenance and insurance.</li> <li>Inspection and installation</li> <li>Inventory Management</li> </ul>
Library Committee	<ul> <li>Preparation of semester-wise and annual budget for the library.</li> <li>Selection and recommendation of books for purchase.</li> <li>Selection and recommendation for subscription professional journals, periodicals, magazines and newspapers.</li> <li>Evaluation and recommendation of book suppliers for inclusion in the approved panel at the beginning of the academic session every year.</li> <li>Laying down library policy, rules and regulations and exercise overall control.</li> <li>Supervision over the functioning of library services.</li> <li>Helping in creation of linkages and networking with other libraries in the area of interest.</li> <li>Ensuring compliance of AICTE norms relating to library services</li> </ul>
Placement Committee	<ul> <li>Setting of training &amp; placement objectives</li> <li>Organization of placement committee</li> <li>Budget preparation</li> <li>Preparation and updating of database of prospective employers and</li> <li>Schedule of activities</li> <li>Resumes database preparation</li> <li>Students' presentation in industries</li> <li>Design &amp; preparation of brochure</li> <li>Procedure of follow-up with the industries is to be made</li> </ul>

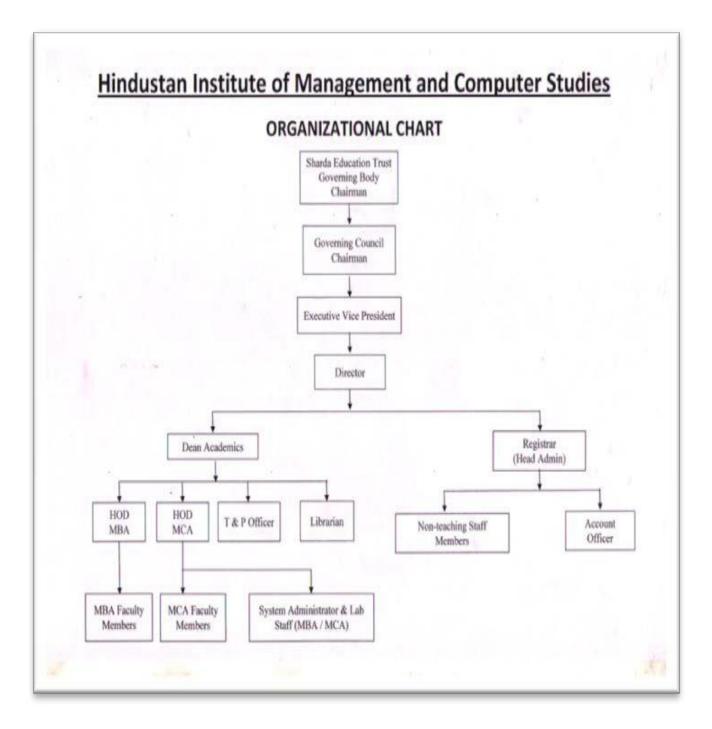
Disciplinary Committee	<ul> <li>Preparation of rules and procedure,</li> <li>Issuing regulations from time to time for maintenance of proper discipline by the students within and outside the campus,</li> <li>Monitoring the working of various aspects of the institute for maintaining proper order and discipline and recommending corrective measures,</li> <li>Taking swift action whenever a breach of discipline occurs,</li> <li>Recommending to the director for punitive action against parties responsible for the breach of discipline on receipt of complaint(s) or where no complaint is received, suo motto action shall be taken, whenever warranted,</li> <li>Advising the director, from time to time, about the disciplinary situation at the institute and its hostel(s) and other facilities,</li> </ul>
Finance & Budget Committee	<ul> <li>Preparation and approval of budget.</li> <li>Supervision of all receipts and their banking.</li> <li>Formulation of expenditure rules and procedures.</li> <li>Supervision and maintenance of proper accounts and periodical financial reports and year-end financial statements.</li> <li>Appointment of the external as well as the internal auditors.</li> <li>Evaluation of audit reports and taking actions on deficiencies pointed out by the auditors.</li> <li>Filing of necessary tax returns and compliance with tax-rules.</li> </ul>
House Keeping Committee	<ul> <li>Cleanliness &amp; beautification of campus</li> <li>Classroom &amp; MPH management</li> <li>Teaching aids &amp; stationary</li> <li>Notice board maintenance with record keeping</li> <li>Peons duty</li> </ul>
Research Committee	<ul> <li>Undertaking all such activities that create a climate conducive to research at the campus.</li> <li>Considering and recommending, if justified, financial, academic and infrastructure support to the faculty members who wish to take up a research project in their area of interest.</li> <li>Securing sponsored research projects and allot the same to appropriate faculty members with the approval of the Director.</li> <li>Securing consultancy assignments from industry and recommending allocation to the faculty.</li> <li>Contacting with industry needing training and development support and arranging in company and campus based programs.</li> </ul>

#### HINDUSTAN INSTITUTE OF MANAGEMENT & COMPUTER STUDIES – MBA & MCA APPENDIX A (1) <u>OTHER COMMITTEES</u>

S. No.	Committee Name	Roles	Faculty Names		
1	Academic	Chairperson	Dr. Naveen Gupta		
	Council	Member	Dr. Siddharth Verma		
		Secretary			
		Members	Mr. N.K Mishra		
			Dr. Abhilasha Singh		
			Mrs Riju A Singh		
2	Proctorial	Chairperson	Mr. Kapil Choudhary		
	Board	Member	Mr. Vivek Tripathi		
		Secretary	1		
		Members	Mr. Tejinderjeet Singh		
			Dr. Yogita Narang		
			Dr. Siddharth Verma		
3	Placement	Coordinators	Mr. Tejinderjeet Singh		
	Cell		Mr. Vivek Tripathi		
			Mr. Prashant Sharma		
4	Publications	Editorial Board	Dr. Naveen Gupta		
			Dr. Siddharth Verma		
			Dr. Sheetal Sachdeva		
5	Industry	Coordinators	Lt Col N P Singh		
	Interface		Mr. Shantanu Sahu		
			Mr. Kapil Choudhary		
6	Extension	Chairperson	Dr. Abhilasha Singh		
	Activities	Member	Mr. Tejinderjeet Singh		
		Secretary			
		Members	Ms. Riju A Singh		
			Dr. Sheetal Sachdeva		
			Mr. Tahir Husain		
			Mr. Suresh		
7	Personality	Coordinators	Mr. Rahul Khandelwal		
	Development		Mr. Akhilesh Chandra		
	Program				
8	Marketing	Faculty	Mr. Vivek Tripathi		
	Hub	Coordinators	Mr. Rahul Khandelwal		
		Think Tank-	President: Surmeet Kaur		
		Student	Vice President: Ankur Gautam		
		Coordinators	Member: Kanchan Handa		
			Member: Rahul Kumar		
			Member: Neelima		

9	HR	Coordinators	Mr. Shantanu Sahu
	Club/CSCD		Dr. Yogita Narang
10	Finance Club	Coordinators	Ms. Tanu Marwah
			Dr. Siddhatrh Verma
11	IT Club	Coordinators	Mr. Akhilesh Chandra
12	Res. & Dev.	Chairperson	Mr. N.K Mishra
	Committee	Member	Ms. Riju A Singh
	(RDC)	Secretary	Mr. Tejinderjeet Singh
			Dr. Siddharth Verma
13	Library	Chairperson	Lt Col N P Singh
	Committee	Member	Mr. Tahir Husain
		Secretary	
		Members	Ms. Tanu Marwah
			Mr. Akhilesh Chandra
14	Lab	Chairperson	Mr. N K Mishra
	Committee	Member	Mr. Kapil Choudhary
		Secretary	
		Members	Mr. Akhilesh Chandra
			Mr. Rahul Khandelwal
15	Media &	Chairperson	Dr. Abhilasha Singh
	Public	Member	Mr. Akhilesh Chandra
	Relation	Secretary	
	Committee	Members	Mr. Shantanu Sahu
	(MPRC)		Mr. Brijesh Gupta
			Ms. Swatee Saxena
16	Women	Chairperson	Dr. Sheetal Sachdeva
	Welfare	Member	Ms. Tanu Marwah
	Committee	Secretary	
17	Cultural	Chairperson	Dr. Yogita Narang
	Committee	Member	Ms. Tanu Marwah
		Secretary	
		Member	Ms. Swatee Saxena

#### APPENDIX B ORGANIZATIONAL CHART (HIMCS)



#### **APPENDIX C**

#### **GRIEVANCE REDRESSAL MECHANISM FOR FACULTY, STAFF AND STUDENTS**

The institution ensures that grievances / complaints are promptly attended to and resolved effectively with a mechanism to analyze the nature of grievances for promoting better stakeholder relationship. The Institute has a fully functional Disciplinary Committee, Anti Ragging Committee and Grievance Redressal Cell to attend and resolve grievances and complaints. The suggestions Boxes are placed in all the important places inside the Institute Campus which are periodically monitored and redressed by the Registrar, HoD and Director. The complaints are attended and sorted out according to the gravity and remedial actions are suggested. An initial enquiry is setup by the respective committee with the individuals involved in the complaints. The enquiry reports along with the corrective and preventive actions are submitted to the Director. The Director takes the necessary actions as suggested in consultation with the HoD and Registrar. The action-report related to the complaint will be delivered to the individual and notification to this effect is published and displayed on the Institutes' notice boards. Information about the complaint and the action taken to correct and prevent such kinds of incidences are reported to the Top Management by the Director.

#### APPENDIX-D FACULTY PROFILES LIST OF FACULTY MEMBERS

S No	Name	Qualification	Designation	Specializ ation	Exp in Yrs	PhD guided for the last 4 years
1	Dr Naveen Gupta	PGDBM, PhD	Director	Behavioral Science	30	6 Completed 3 in progress
2	Lt. Col. N.P Singh		Dy. Registrar			
3	Dr Abhilasha Singh	MBA, MPA, PhD	HOD MBA	Human Resource	15	
4	Mr. N.K Mishra	MCA	HOD MCA			
5	Ms. Riju A Singh	MBA, PhD (Pursuing)	Asst. Professor	Marketing	11	
6	Mr Shantanu Sahu	MBA, PhD (Pursuing)	Asst. Professor	Human Resource	13	
7	Dr Sheetal Sachdeva	MA, Ph D	Asst. Professor	Accounts & Law	9+	
8	Mr. Kapil Choudhary	MCA, MBA Ph D (Pursuing)	Asst. Professor	Human Resource	9	
9	Dr Siddharth Verma	MBA, PhD	Asst. Professor	Finance	10	4 Completed, 2 In progress
10	Dr Yogita Narang	MBA, Ph D	Asst. Professor	Marketing & Entreprene urship	9	
11	Mr Rahul Khandelwal	MBA	Asst. Professor	Finance	5	
12	Mr. Akhilesh Chandra	MCA	Asst. Professor			
13	Mr. Vivek Pandey	MCA	Asst. Professor			
14	Mr. Prashant Shrama	MCA	Asst. Professor			

FACULTY PROFILE

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#### **APPENDIX-E**

#### **Classroom/Tutorial Room facilities**





#### APPENDIX-F LABORATORY DETAILS

S.No.	Course	Lable (UG/PG)	Lab No.	Name of the Laboratory	Lab / Major Equipments
1	MBA	PG	1	CCL	Computer System, Printers, Scanners, LCD Projectors, AC & Cameras

#### APPENDIX G LABORATORY PHOTO





# APPENDIX H Library facilities





There is a big library where the faculty and the students can avail an opportunity of acquiring knowledge. It is a user friendly library which is well equipped with a good collection of 23,601 Volumes, 4,797 Titles, 360 project reports, 2248 CDs, 91 audio, 78 videos, 95 Periodicals, journals and magazines, 14 business and financial newspapers 120 Online journals. Open Access System is adopted to enable the users to avail the maximum utilization of the library. Plenty of books for the preparation of competitive exams like GATE, TOEFL, GRE, GMAT, Defense Service and Civil Service are available in both reference and issue sections.

S	S		Number of Books		al	International
No	Department		Volumes	Journals		Tournala
1	MBA	3350	14598	24	06	120 (online)
2	MCA	1449	9003	12	05	IEEE (online)
ΤΟ	TAL	4799	23601	36	11	

**Details of Books and Periodicals available in Library** 

#### APPENDIX I SEMINAR HALL





### HINDUSTAN INSTITUTE OF MANAGEMENT & COMPUTER STUDIES-MBA & MCA APPENDIX J Cafeteria





#### APPENDIX K Indoor Sports Facilities



#### HINDUSTAN INSTITUTE OF MANAGEMENT & COMPUTER

# STUDIES-MBA & MCA Common Room



**GIRLS' COMMON ROOM** 



**BOYS' COMMON ROOM** 

# HINDUSTAN INSTITUTE OF MANAGEMENT & COMPUTER

#### **STUDIES-MBA & MCA**

#### APPENDIX L Outdoor Sports facilities





### APPENDIX M Gymnasium facilities





#### APPENDIX N COLLEGE BANK ATM



#### APPENDIX O BOYS HOSTEL





#### APPENDIX P GIRLS HOSTEL





#### APPENDIX Q Medical Facilities





Ensuring comfort for students with ample amenities

#### HINDUSTAN INSTITUTE OF MANAGEMENT & COMPUTER STUDIES - MBA & MCA APPENDIX R CULTURAL ACTIVITIES





#### HINDUSTAN INSTITUTE OF MANAGEMENT & COMPUTER STUDIES - MBA & MCA APPENDIX S SOCIAL INITIATIVES (PROJECTS)



**SHARDA HAAT** 



SOLIDERS OF SAMGRA SOCIETY (SOS)



RURAL DEVELOPMENT PROGRAM (RED-P)



SWACH BHARAT ABHIYAAN

#### **PROJECT "NIDHI"**



#### **MY KITCHEN MY HEALTH**



#### HINDUSTAN INSTITUTE OF MANAGEMENT & COMPUTER STUDIES - MBA & MCA APPENDIX T INSTITUTE'S EVENTS



**MAGNIFEST** (annually)



**ACHIEVER'S AWARD** 



WEBINAR



SHARDA TAJ MARATHON



SHARDA TAJ MARATHON





## **CULTURAL CHANGE INITIATIVE**



**OUTBOUND TRAINING PROGRAM IN AGRA (local)** 



WOMEN WELFARE COMMITTEE WORKSHOP



**DOCTORAL CONFERENCE** 



#### **ANNUAL CONFERENCE**



PANAL DISCUSSION



**ART OF LIVING** 



STAFF DEVELOPMENT PROGRAM



#### PRESS COVERAGE OF MANAGEMENT DEVELOPMENT PROGRAM





# JOURNEY OF YOUTH (JOY) A TOUR

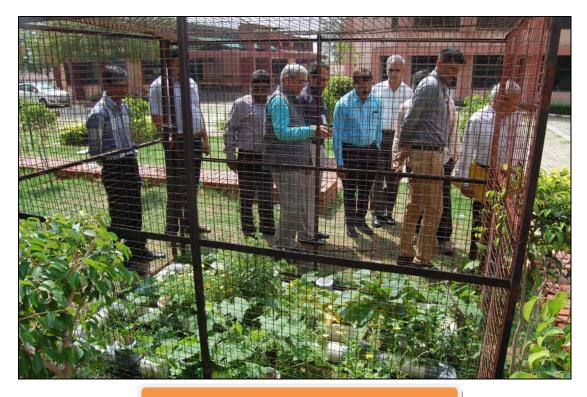
#### HINDUSTAN INSTITUTE OF MANAGEMENT & COMPUTER STUDIES – MBA & MCA APPENDIX U Other Facilities



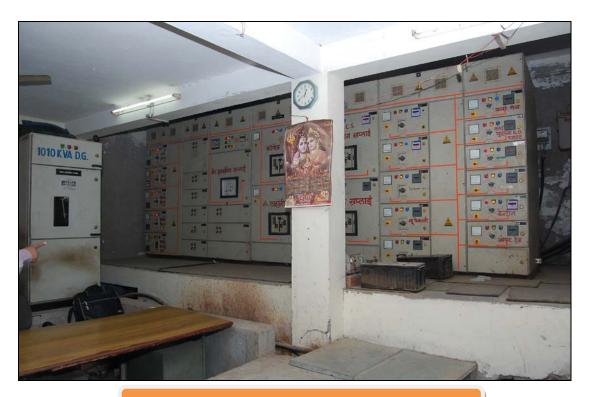
**TRANSPORT FACILITY FOR STUDENTS & STAFF** 



**REVERSE OSMOSIS TREATMENT PLANT WATER PLANT** 



#### WATER HARVESTING SYSTEM



**ELECTRICITY CONTROLLING SYSTEM** 

HINDUSTAN INSTITUTE OF MANAGEMENT & COMPUTER STUDIES 26 K.M Stone, Agra – Mathura Highway, Farah, Distt. Mathura – 281112 Contact No. 09927000948, 09837111332, 07500070904