Mandatory Disclosures

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

The onus of the authenticity of the information lies with the Institution ONLY and not on AICTE.

1. **Name of the Institution**
    AMBEDKAR INSTITUTE OF MANAGEMENT STUDIES,
    D.No:1-61/10, Sandipani Nagar, Yendada,
    Visakhapatnam-530045
    Ph: 0891-2783946
    Email id:aimsvizag@gmail.com

2. **Name and address of the Trust~~/ Society/ Company and theTrustees~~**
    Dr.AMBEDKAR PEOPLES' EDUCATIONAL TRUST,
    Regd. Office: Ambedkar Bhavan,Lower Tank Bund,
    Hyderabad -500 080

    Ph: 040-27613928

3. **Name and Address of the ~~Vice Chancellor/ Principal~~/Director**
    Dr.T.Raja,
    H.B.Colony,Seethamadhara
    Visakhapatnam- 530013
    Ph:0891-
    Email id:rajatalluri2212@gmail.com

4. **Name of the affiliating University**
    ALL INDIA COUNCIL OF TECHNICAL EDUCATION, Ministry of HRD, New Delhi.

5. **Governance**

    • Members of the Board and their brief background

    • Members of Academic Advisory Body
    Sri C.B.Namdev, IAS (Retd)
    President, Ambedkar Institute of Management Studies

    Sri.T.Gopal Rao, IAS(Retd.)
    Ex-Chairman, Ambedkar Institute of Management Studies

    Sri.N.Jangalayya, IRS(Retd.)
    Treasurer, Ambedkar Institute of Management Studies
    Visakhapatnam -530003

    Dr. M.Prasad Rao
    Department of Economics, Andhra University.
    Visakhapatnam

    Dr.P.M.Raju
    Secretary & Correspondent
    Ambedkar Institute of Management Studies

Dr.T.Raja,PhD

Director

Ambedkar Institute of Management Studies, Visakhapatnam

- Frequently of the Board Meeting and Academic Advisory Body

Board Meeting are held for every three months and Academic Advisory body meetings are held for every six months.

Sri C.B.Namdev, IAS (Retd)

President, Ambedkar Institute of Management Studies

Sri.T.Gopal Rao, IAS(Retd.)

Ex-Chairman, Ambedkar Institute of Management Studies

Sri.N.Jangalayya, IRS(Retd.)

Treasurer, Ambedkar Institute of Management Studies
Visakhapatnam -530003

Dr. M.Prasad Rao

Department of Economics, Andhra University.
Visakhapatnam

Dr.P.M.Raju
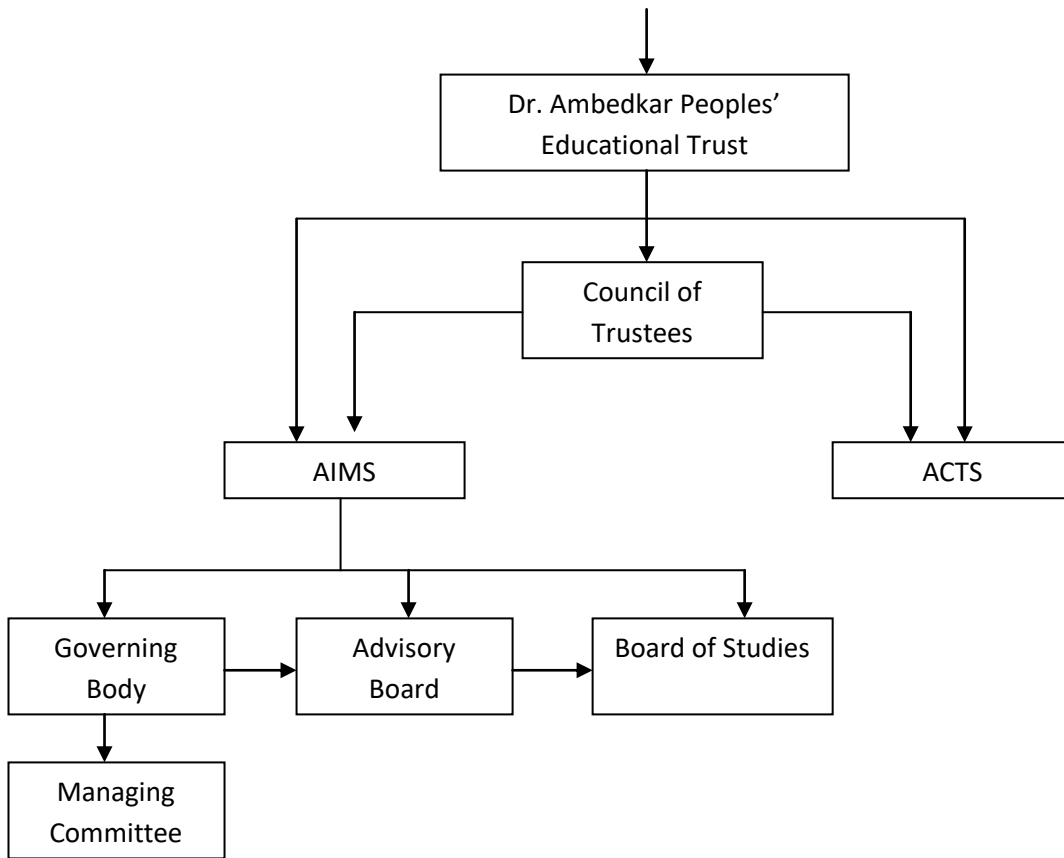**Secretary & Correspondent**
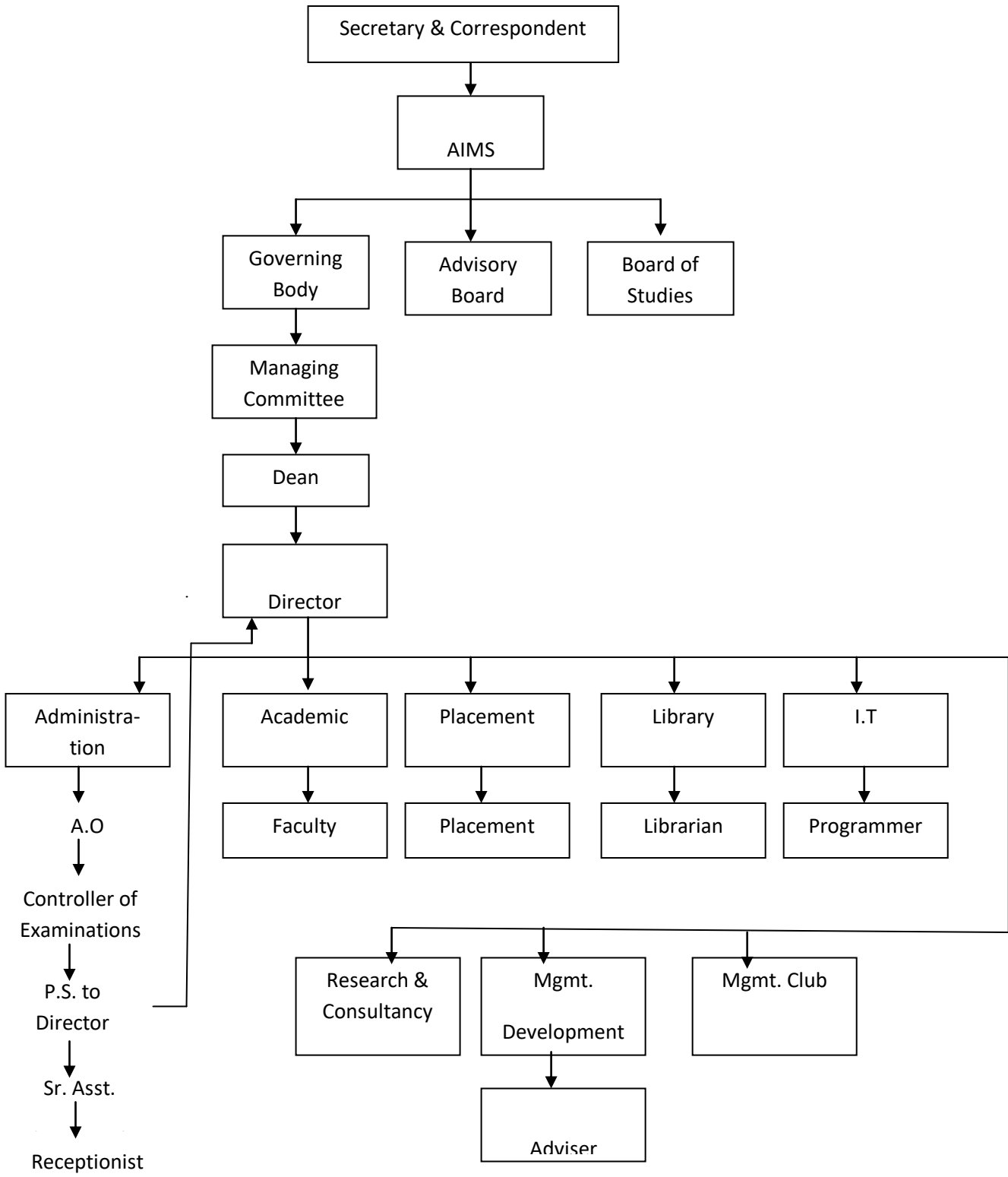
Ambedkar Institute of Management Studies

Dr.T.Raja,PhD

Director

Ambedkar Institute of Management Studies, Visakhapatnam

- Organizational chart and processes

```
                              │
                              ▼
                  ┌───────────────────────┐
                  │ Dr. Ambedkar Peoples'  │
                  │   Educational Trust    │
                  └───────────────────────┘
                              │
          ┌───────────────────┼───────────────────┐
          │          ┌────────▼────────┐           │
          │     ┌────│   Council of    │────┐      │
          │     │    │    Trustees     │    │      │
          │     │    └─────────────────┘    │      │
          ▼     ▼                           ▼      ▼
      ┌─────────────┐                   ┌─────────────┐
      │    AIMS     │                   │    ACTS     │
      └─────────────┘                   └─────────────┘
            │
   ┌────────┼──────────────────┐
   ▼        ▼                  ▼
┌──────────┐  ┌──────────┐  ┌──────────────────┐
│Governing │─▶│ Advisory │─▶│ Board of Studies │
│  Body    │  │  Board   │  │                  │
└──────────┘  └──────────┘  └──────────────────┘
   │
   ▼
┌──────────┐
│ Managing │
│Committee │
└──────────┘
```

```
                    ┌─────────────────────────┐
                    │ Secretary & Correspondent│
                    └─────────────────────────┘
                                 │
                                 ▼
                          ┌──────────┐
                          │   AIMS   │
                          └──────────┘
                ┌────────────────┼────────────────┐
                ▼                ▼                 ▼
        ┌──────────────┐  ┌──────────────┐  ┌──────────────┐
        │  Governing   │  │   Advisory   │  │   Board of   │
        │    Body      │  │    Board     │  │   Studies    │
        └──────────────┘  └──────────────┘  └──────────────┘
                │
                ▼
        ┌──────────────┐
        │   Managing   │
        │  Committee   │
        └──────────────┘
                │
                ▼
        ┌──────────────┐
        │     Dean     │
        └──────────────┘
                │
                ▼
        ┌──────────────┐
        │   Director   │
        └──────────────┘
```

- Secretary & Correspondent → AIMS
- AIMS → Governing Body, Advisory Board, Board of Studies
- Governing Body → Managing Committee → Dean → Director

Director branches:
- Administration → A.O → Controller of Examinations → P.S. to Director → Sr. Asst. → Receptionist → Service Staff
- Academic → Faculty
- Placement → Placement
- Library → Librarian
- I.T → Programmer
- Research & Consultancy
- Mgmt. Development → Adviser
- Mgmt. Club

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

- Mechanism/ Norms and Procedure for democratic/ good Governance

- Student Feedback on Institutional Governance/ Faculty performance

   Yes , Feedback on Institutional Governance / Faculty Performance is taken for every semester from the students.

- Grievance Redressal mechanism for Faculty, staff and students

   Yes, we are maintain the Grievance Redressal Mechanism for faculty and students by appointments internal grievance redressal committee.

- Establishment of Anti Ragging Committee

   YES

- Establishment of Online Grievance Redressal Mechanism

   NO

- Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University

   YES

- Establishment of Internal Complaint Committee (ICC)

   YES

- Establishment of Committee for SC/ST

   YES

- Internal Quality Assurance Cell

   YES

6. Programmes

- Name of Programmes approved by AICTE

   POST GRADUATE DIPLOMAIN MANAGEMENT

- Name of Programmes Accredited by NBA

   No, Programmes are Accredited by NBA

- Status of Accreditation of the Courses

   NIL

- Total number of Courses

   ONE COURSE

- No. of Courses for which applied for Accreditation

   ZERO

- Status of Accreditation - Preliminary/ Applied for SAR and results awaited/ Applied for SAR and visits completed/ Results of the visits awaited/ Rejected/ Approved for . . .Courses (specify the number of courses)

   NIL

- For each Programme the following details are to be given(Preferably in Tabular form):

  - Name **PGDM**

  - Number of seats: **54 (For the Academic year 2021-2022)**

  - Duration: **2 Years**

  - Cut off marks/rank of admission during the last three years : **55%**

  - Fee (as approved by the state government) **NO, Fees Fixed :Rs.1,60,000/-**

  - Placement Facilities : **Avaliable**

  - Campus placement in last three years with minimum salary ,maximum salary and average salary

- 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: **Not Eligible for our Institute**

  - 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

7. **Faculty**

    - Course/Branch wise list Faculty members: **PGDM**

      - Permanent Faculty   : **9**

      - Adjunct Faculty   :   **0**

      - Permanent Faculty: Student Ratio : 1:25

      - Number of Faculty employed and left during the last three years : **1**

8.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.)

  A separate list for director and faculty is attached in the last.

9. **Fee**

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

  Fees is not approved by the state government, but it is finalized by the management committee of the college.

- Time schedule for payment of Fee for the entire Programme

  Fees can be paid to institute in installments

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

  No

- Number of scholarship offered by the Institution, duration and amount

  No

- Criteria for Fee waivers/scholarship

  No

• Estimated cost of Boarding and Lodging in Hostels

We are having tie up with private hostels and for that each candidate should pay an amount Rs.6,000/- for every month as boarding and lodging in hostel charges.

• Any other fee please specify

No

10. **Admission**

• Number of seats sanctioned with the year of approval

60 seats for 2020-2021

• Number of Students admitted under various categories each year in the last three years

S.No	Academic Year	Approved Intake from AICTE	Admitted Students
1	2020-2021	60	40
2	2019-2020	0	0
3	2018-2019	0	0

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

As our college does not come under scholarship category, all the admissions are done under management Quota.

11. **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 15days)

•   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

12.   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 percent ilescore 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

13.   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)

14.   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

15.   Information of Infrastructure and Other Resources Available

• Number of Class Rooms and size of each

Class Rooms	Size of Each Room
1	66 Sqm
2	62 Sqm
3	70 Sqm

• Number of Tutorial rooms and size of each

Tutorial Rooms	Size of Each Room
1	33 Sqm

• Number of Laboratories and size of each

Laboratories	Size of Each Room
Computer Lab	150 Sqm

• Number of Drawing Halls with capacity of each

No, Drawing As we are running only one program.

• Number of Computer Centres with capacity of each

There are 30 Computers in the computer Lab.

• Central Examination Facility, Number of rooms and capacity of each

Room Type	Size of Each Room
Examination Cell	30 Sqm

• Online examination facility (Number of Nodes, Internet bandwidth, etc.)

As, the Institute is not providing the online examination facility, but the institute has an internet bandwidth of 50Mbps.

• Barrier Free Built Environment for disabled and elderly persons

Yes, we are having barrier free built environment for disabled and elderly persons, by providing Ramps at the entrance and also lift facility in the campus.

• Occupancy Certificate

Yes, We are having the Occupancy Certificate issued by the competent authority.

• Fire and Safety Certificate

Yes , we are having the fire and safety certificate issued by the competent authority .

• Hostel Facilities

No, our institute does not provide internal hostel facility for the students.

• **Library**

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

  We, are having the 1000 titles and around 4700 volume of books in the library and 12 national journals in library for student facility.

  • List of online National/ International Journals subscribed

  No, we are not having been subscribed for online National / International Journals, and in future the management is trying get subscription also.

  • E- Library facilities

  No, We are not having E-Library facilities.

  • National Digital Library(NDL) subscription details

  We, are having the National Digital Library Subscription

• **Laboratory and Workshop**

- List of Major Equipment/Facilities in each Laboratory/Workshop

  No

- List of Experimental Setup in each Laboratory/Workshop

  No

- **Computing Facilities**

  - Internet Bandwidth

    We are having an internet Bandwidth of 50Mbps.

  - Number and configuration of System

    We are having 30 systems

  - Total number of system connected by LAN

    Complete computer lab is connected with LAN.

  - Total number of system connected by WAN

    We are having Three Systems Connect with WAN

  - Major software packages available

    (a) Tally (b) Office (c) Photoshop, Etc.,

  - Special purpose facilities available (Conduct of online Meetings/Webinars/Workshops, etc.)

    Teams, Webex, Google meet

  - Facilities for conduct of classes/courses in online mode (Theory & Practical)

    We are using Teams, Google meet for conducting online classes

  - Innovation Cell

    We are having Innovation Cell.

  - Social Media Cell

  - Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments

    We are already done the MOU with NAD for maintain the students information, as we are undergoing the updating of old students data in the NAD.

  - **List of facilities available**

    - Games and Sports Facilities

      Ground Facility is available

    - Extra-Curricular Activities

      Yes

    - Soft Skill Development Facilities

      Yes

- **Teaching Learning Process**
  - Curricula and syllabus for each of the Programmes as approved by the University

    Autonomus
  - Academic Calendar of the University

    Academic Calendar by the AICTE
  - Academic Time Table with the name of the Faculty members handling the Course
  - Teaching Load of each Faculty

    12 Hours for Faculty for 1 week
  - 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

16. **Enrolment and placement details of students in the last 3years**

17. **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 (minimum3(10))

18. **LoA and subsequent EoA till the current Academic Year**

19. **Accounted audited statement for the last three years**

20. **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).