MANDATORY DISCLOSURES

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

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

> **GURU NANAK INSTITUTE OF MANAGEMENT,**
> Vill. Sohana, Hema Majra Road, Teh. Barara, Distt. Ambala,
> Ph. No. +91 9996600140, Fax No. +91 9996600140
> Website: www.gni.edu.in, E-mail: info@gni.edu.in

II. NAME & ADDRESS OF THE DIRECTOR/PRINCIPAL

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

> Dr. Shubhkamna Rathore,
> #505, Sector-10,
> Ambala City, Haryana
> Ph. No. 9996200140, 9466387555
> E-mail: info@gni.edu.in

III. NAME OF THE AFFILIATING UNIVERSITY

> **Kurukshetra University,**
> Kurukshetra.

IV. GOVERNANCE

IV (a) Members of the Board and their brief background

| Sr.No.	Name	Brief Background	Capacity
1.	Smt. Anu Jindal	Business & Social work	President
2.	Mr. Rohit Aggarwal	Business	Vice President
3.	Mr. Mukesh Jindal	Industrialist	General Secretory
4.	Mr. Ram Kumar	Ex-Educationist	Cashier
5.	Mr. Vipin Kumar Jindal	Industrialist	Member
6.	Mr. Shobhit Aggarwal	Business	Member
7.	Sh. Sanjay Garg	Business	Member
8.	Dr. T.K. Garg, Sr. Prof.(ME), NIT, Kurukshetra	Educationist	Member
9.	Sh. Sushil Kumar Garg, Gen. Manager,Yamuna Power & Infrastructure Ltd., Jagadhri Road, Yamuna Nagar	Industrialist	Member
10.	Dr. Shubhkamna, Principal Guru Nanak Institute of Management, Mullana(Ambala)	Principal	Member

IV (b) Members of Academic Advisory Body

1. Dr. Shubhkamna Rathore, Director/Principal		Chairman
2. Ms. Komal Rana, Asstt. Professor in MBA		Member
3. Ms. Aditi Aggarwal, Asstt. Professor in MBA		Member
4. Ms. Komal, Asstt. Prof. in MBA		Member

IV(c) Frequency of the Board Meetings and Academic Advisory Body

2/3 meetings of these bodies are held in a year.

IV(d) Organizational chart and processes

The organizational chart is given as under:-
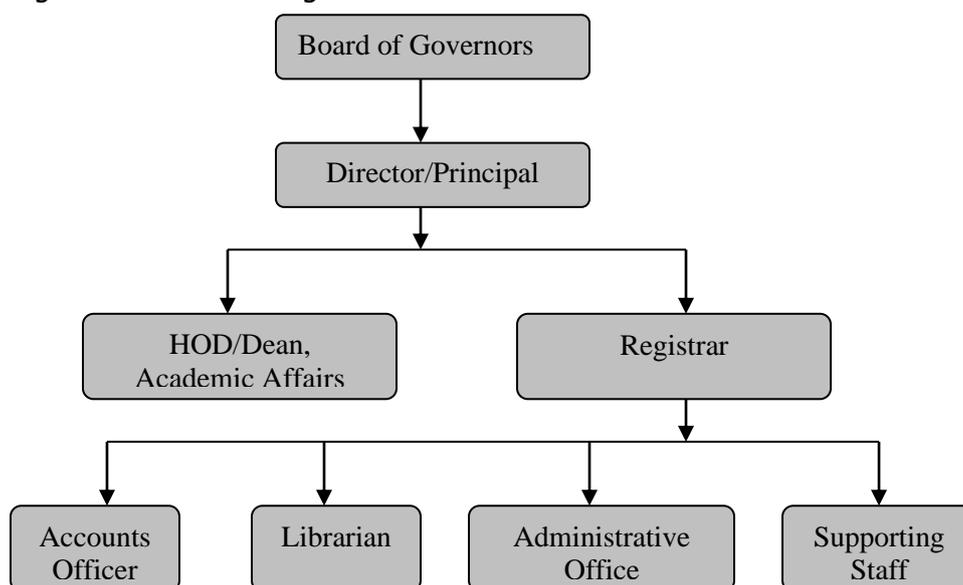
IV(e) Nature and Extent of involvement of faculty and students in academic affairs/improvements
The members of the faculty are associated in taking decisions in academic matters so that the same are managed in democratic way. Regular meetings of the faculty are held in order to monitor the academic matters of the Institute and to have their views. The students representatives are associated with committees dealing with student's affairs, cultural affairs, sports etc.

IV(f) Mechanism/Norms & Procedure for democratic/good Governance
The Institute has a mechanism for managing the academic and administrative matters by involving the members of faculty, students and staff inculcating in them a sense of self-imposed-discipline for good governance and creating an environment conducive to good academics.

IV(g) Student Feedback on Institutional Governance/faculty performance
A mechanism of feedback from the students in respect of faculty has been introduced to appraise the performance of the faculty through a questionnaire system having transparency as well as confidentiality.

IV(h) Grievance redressal mechanism for faculty, staff and students
A scheme of personal counseling groups has been introduced by allocating students to a teacher, so that they can discuss any of their academic or any other problem in the Institute. There is also a 'Women Cell' to take care of the issues related to women staff & students. Besides, the Students & Staff Members can also meet the Chairman for the purpose any time.

V. PROGRAMMES
V(a)   Names of the Programmes approved by the AICTE

3-year B.B.A. Degree programme in the following disciplines.
2-year M.B.A. Degree programme in the following disciplines.

Sr. No.	Discipline	Intake
1.	BBA	120
2.	MBA	90

V(b) Name of the Programmes accredited by the AICTE

The Institute has been setup from the session 2008-09. The process for accreditation will be started in due course as per NBA/AICTE norms.

V(c) For each Programme the following details are to be given:

➢ **Name**

➢ **Number of seats**   **Please see information given against Sr. No. V(a) above.**

➢ **Duration**

➢ **Fee**

Fees are charged as fixed by the State Fee Committee of Haryana Govt, as detailed in para VIII.

➢ **Placement Facilities**

We have already setup a Placement Cell in the Institute which keeps in touch with the Industry and arranges their Training and Campus Interviews.

➢ **Campus placement in last three years with minimum salary, maximum salary and average salary**
It is only the 2nd year of the course, the Placement of students will be started when the 3rd year class is started.

Sr. No.	Year	No. of Students Placed	Min Salary- Max Salary
1	2024-25	07	3-5 lakhs
2	2023-24	20	2-9 lakhs
3	2022-23	15	2-9 lakhs
4	2021-22	24	2-9 lakhs
5	2020-21	15	2-7 lakhs

➢ **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:**

The Institute does not run any programme(s) having affiliation/collaboration with any Foreign University(s)/Institution(s).

Details of the Foreign Institution/University: **N.A.**

➢ Name of the University/Institution
➢ Address
➢ Websites
➢ 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.

V (d) For each Collaborative/affiliated Programme give the following: **N.A.**

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

V (e) 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 -   **N.A.**

VI. FACULTY

VI(a) Branch wise list of faculty members:

DIRECTOR-PRINCIPAL

Sr. No.	Name	Qualifications	Discipline
1	Dr. Shubhkamna Rathore	Ph.D. (Management) MBA (Finance),UGC NET Qualified	Management

BBA

Sr. No.	Name	Designation	Qualifications
1	Dr. Shubhkamna Rathore	Principal	Ph.D. (Management) MBA (Finance),UGC-NET Qualified
2	Mr. Luv Sethi	Asstt. Proff.	B.COM, MBA,UGC-NET Qualified
1	Mr. Sandeep Kumar	Asstt. Proff.	B.COM MBA
2	Mr. Raman Panchal	Asstt. Proff.	MA(English)
3	Ms. Kajal	Asstt. Proff.	M.SC (Mathematics)
4	Ms. Srishti	Asstt. Proff.	BCA, MCA
5	Ms. Pooja	Asstt. Proff.	BBA, MBA
6	Ms. Parul Goyal	Asstt. Proff.	M.Pharma

MBA

1.	Ms. Aditi Agarwal	Asstt. Professor	MBA, UGC-NET Qualified
2.	Ms. Komal Rana	Asstt. Professor	B.Com.M.COM MBA
3.	Ms. Madhu	Asstt. Professor	B.Com MBA
4.	Mrs. Ekta	Asstt. Professor	BBA MBA
5.	Ms. Komal	Asstt. Professor	B.COM,M.COM
6.	Mr. Gunjan Gupta	Asstt. Professor	B.COM,MBA

- ➢ Permanent Faculty : 12 (including Whole time Ad-hoc teachers)
- ➢ Visiting Faculty : **Nil**
- ➢ Adjunct Faculty : **Nil**
- ➢ Guest Faculty : **Nil**
- ➢ Permanent Faculty: Student Ratio : **1:15 for MBA & 1:20 for BBA**

VI (b) Number of faculty employed and left during the last three years

NA

FACULTY PROFILE
For each Faculty give a page covering.

Please see one page covering on the prescribed format of each Faculty at **Appendix-I**.

VII. PROFILE OF DIRECTOR/PRINCIPAL WITH QUALIFICATIONS, TOTAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED

1. Name : **Dr. Shubhkamna Rathore**

2. Date of Birth : **20th   June, 1976**

3. Educational Qualifications : **M.B.A (Finance)**

   Ph.D. (Management)

4. Work Experience

- • Teaching : **17.5 years**
- • Research :
- • Industry :
- • Others

   : **--**

5. Area of Specializations : **Finanace & HR**

6. Subjects teaching at Under

   Graduate Level : **B.Sc Statstics**

   Post Graduate Level : **Statistic, Operational Research, Finance**

7. Research guidance

   No. of papers published in

Masters's	:	**00**	-	National Journals	:	**03**
Ph.D.	:	**02**	-	International Journals	:	**01**
			-	Conferences	:	**04**

8. Projects Carried out : **Nil**

9. Patents : **NIL**

10. Technology Transfer : **00**

11. Research Publications : **08**

12. No. of Books published with details : **01**

VIII. FEE

VIII(a) Details of fee, as approved by State fee Committee, for the Institution.

Tuition Fee (Rs.)	:	35000/- (BBA)
		55000/- (MBA)
Development Fee (Rs.)	:	3000/-(BBA)
		8250/- (MBA)
Student Fund (Rs.)	:	4000/- (BBA & MBA)
Caution Money-Hostel/Mess (One time from Boarder/Hostellers only, Refundable)	:	4,000/-
University Fees	:	2500/- (BBA)
		2000/- (MBA)
Value Added Courses	:	2250/- (BBA)
		4750/- (MBA)
Miscellaneous Charges	:	3000/- (BBA)
		6000/- (MBA)

For Add-On facilities (Fixed by Management):

Transport Charges (Optional for those who are commuting from following places)

From Ambala, Jagadhri & Shahbad (M)	:	13,000/-	per semester
From Barara	:	6,000/-	per semester
Hostel/Mess Charges (from Hostellers only)	:	60,000/-	per semester
Internet Charges	:	1,000/-	per semester
AC/Generator Charges etc.	:	2,500/-	per semester

VIII(b) Time schedule for payment of fee for the entire programme.
Semester-wise. 1st installment to be paid at the time of admission and the second installment on completion of 1st semester studies and before the 1st Semester University examination. This practice will be followed in subsequent years also.

VIII(c) No. of Fee waivers granted with amount and name of students.
As per Haryana Govt. instructions no fees are to be charged from SC students. Their fees will be reimbursed to the Institute by the State/Central Govt. The details of students who have got this benefit during the year 2020-21 are given below:-

The case for the grant of reimbursement of Tuition Fee of the following SC students who were admitted through Institute Level Counseling is under process with Haryana Govt.:-
Besides above, the following students who were top ranked in their respective branches have also been granted Tuition Fee Waiver by the State Govt. :-

VIII(d) Number of scholarship offered by the Institute, duration and amount.
Not Applicable

VIII(e)Criteria for fee waivers/scholarship. Not Applicable

SC students whose parents' annual income is less than Rs. 2.5 lacs and falling, in categories mentioned in Sr. No. VIII (d) above are eligible for this Fee Waiver.

Besides, Tuition Fee Waiver is also granted to women, economically backward and physically handicapped meritorious students who were admitted against 10% extra seats over and above the sanctioned intake. For economically weaker students the annual income of parents/guardians should be less than Rs. 2.5 lacs. These are granted strictly as per AICTE guidelines.

VIII(f) Estimated cost of Boarding and Lodging in Hostels.

Rs. 60,000/- per annum, including Room rent, Mess, Water and Electricity charges.

IX. ADMISSION

IX (a) Number of seats sanctioned with the year of approval.
Sanctioned from the Session 2024-25

1. BBA   120
2. MBA   90

IX (b) Number of students admitted under various categories of 2024-25.

Branch	SC Cat.	BC Cat.	General Cat.	Total
BBA	30	20	50	100
MBA	12	05	07	24
Total (in each Category)	--	--	--	--

IX(c) Number of applications received during last two years for admission under Management Quota and number admitted. Not Applicable

X. ADMISSION PROCEDURE

X (a) Number of seats allotted to different Test Qualified candidates separately [MAT,CAT]

All seats are filled up on the basis of MAT & CAT-2018. However, in the absence of availability of the candidates who have appeared in MAT & CAT-2018, admission can be made by the Management on the basis of merit of qualifying examination (i.e. 10+2) against vacant/lapsed seats after final cut-off date for centralized counseling i.e. 15-08-18.

> **The policy of refund of the fee, in case of withdrawal, should be clearly notified.**

As per AICTE directions, in the event of candidate withdrawing before the starting of the course, the wait listed candidates are given admission against a vacant seat. The entire fee collected from the student, after deduction of the processing fee of Rs. 1000/- is refunded by the Institute to the student, withdrawing from the programme. However, if a student leave after joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the fee collected with proportionate deduction of monthly fee and proportional hostel rent, where applicable, is refunded.

XI. CRITERIA AND WEIGHTAGES FOR ADMISSION

XI (a) Describe each criteria with its respective weightages i.e. Admission Test, marks in qualifying examination etc.

A) For B.B.A 1st year
Pass in 10+2 examination from a recognized Board/University.

B) For MBA 1st year

Have passed Under graduate degree of three years duration or more from Recognized University with at least 50% marks in the aggregate.

XII.   APPLICATION FORM

Downloadable application form, with online submission possibilities.

Please see the application form hosted as Appendix-II.

XIV(e)   List of the candidates who joined within the date, vacancy position in each category before operation of waiting list.

All Candidates mentioned in Sr. No. XIV (b) above joined and no seats left vacant. However, no NRI candidate applied against 15% seats reserved for them and so their seats remained vacant.

XV. INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE

LIBRARY:

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

Sr. No.	Name of Discipline	No. of Titles	No. of Vol.	No. of Journals	
				National	**International**
1.	BBA	275	3087	-	-
2.	MBA	853	5203	12	12
	Total	1128	8290	12	12

XV(b) List of online National/International Journals subscribed.

Sr. No.	Title
1.	International Journal of Business & Management Research
2.	International Journal of Business & Risk Management
3.	International Journal of Management & Economics
4.	International Journal of Knowledge Management Practice
5.	International Journal of Retail Management
6.	International Journal of Management & Marketing Research
7.	International Journal of Marketing & Retailing
8.	International Journal of Financial Management
9.	International Journal of Business & Marketing
10.	International Journal of Management Theory
11.	International Journal of Global Markets
12.	International Journal of Finance & operation Management
13.	Journal of Product Management
14.	Journal of Managerial Science
15.	Journal of Business & Management
16.	Journal of Global Business Research
17.	Journal of Business Economics
18.	Journal of Management Perspectives
19.	Indian Journal of Management Review
20.	Indian Journal of Management & Technology
21.	Indian Journal of International Business & Entrepreneurship Development
22.	Indian Journal of International Management
23.	Indian Journal of Marketing & Advertising
24.	Indian Journal of Marketing Management

XV(c) E-Library facilities

Digital Library with 50 mbps broad-band internet speed available.

❖ **Special purpose facilities available**

All the Labs are air-conditioned. Instructional area in each Lab is segregated. Building is air-conditioned.

❖ **List of facilities available.**
Air-Conditioned Building, hostel facilities (separately for boys & girls), Internet, Library facility available after office hours during Exam. days, conference hall equipped with LCD Projector, play grounds, bus facilities from nearby major towns, Wi-fi Campus surrounded by lush green fields free from pollution.

❖ **Games and Sports Facilities**
The Institute has created adequate infrastructure for games and the students will be encouraged to participate in various sports activities. Indoor games facilities are also available in the Campus.

❖ **Extra Curriculum Activities**
Extra Curriculum Activities are arranged for the students through out the year for over-all development of their personality and students' clubs created.

❖ **Soft Skill Development Facilities**
The Institute provides Soft Skill development facility to the students by way of group discussions & seminars with the help of audio-visual aids to help the students to refine and improve their communication skills.

Teaching Learning process

❖ **Curriculum and syllabi for each of the programmes as approved by the University.**

The Institute follows the Scheme of Examination and the syllabi prescribed by the Kurukshetra University.

❖ **Academic Calendar of the University 2025-26**

KURUKSHETRA UNIVERSITY, KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
('A^{+++}' Grade, NAAC Accredited)

NOTIFICATION

It is informed that the Hon'ble Vice-Chancellor has approved the Schedule of Academic Calendar for Undergraduate and Postgraduate Programmes for the University Teaching Departments/Institutes and affiliated Colleges for the Session 2024-25 is as under: -

FOR UNDER GRADUATE PROGRAMMES

EVENT	DURATION
Admissions	01.07.2024 to 20.07.2024
ODD SEMESTER	
1st Teaching Term	22.07.2024 to 26.10.2024
Vacations (Diwali)	27.10.2024 to 03.11.2024
2nd Teaching Term	04.11.2024 to 22.11.2024
Examinations	23.11.2024 to 20.12.2024
Winter Vacations	21.12.2024 to 31.12.2024
EVEN SEMESTER	
1st Teaching Term	01.01.2025 to 08.03.2025
Vacations (Holi)	09.03.2025 to 16.03.2025
2nd Teaching Term	17.03.2025 to 30.04.2025
Examinations	01.05.2025 onwards
Summer Vacations	20.05.2025 to 30.06.2025

FOR POST GRADUATE PROGRAMMES

EVENT	DURATION
Admissions	10.07.2024 to 31.07.2024
ODD SEMESTER	
1st Teaching Term	01.08.2024 to 26.10.2024
Vacations (Diwali)	27.10.2024 to 03.11.2024
2nd Teaching Term	04.11.2024 to 30.11.2024
Examinations	02.12.2024 to 20.12.2024
Winter Vacations	21.12.2024 to 31.12.2024
EVEN SEMESTER	
1st Teaching Term	01.01.2025 to 08.03.2025
Vacations (Holi)	09.03.2025 to 16.03.2025
2nd Teaching Term	17.03.2025 to 30.04.2025
Examinations	01.05.2025 onwards
Summer Vacations	20.05.2025 to 30.06.2025

* Examinations of each class will be completed within 25-30 days and the evaluation of Answer Books, etc. will be got done in remaining days and during Vacations.

Note : 1. The next academic Session 2025-26 will start from 01.07.2025.

2. The Classes will be commenced w.e.f. 22.07.2024 for Undergraduate programme from 01.08.2024 for Post-Graduate programme.

P.T.O.

-2-

3. If the number of teaching days falls less than 180 days (90 days in each semester) in the academic session 2024-25 due to some unforeseen reasons, it would be the responsibility of each Department/Institute/College to make good the loss by arranging extra classes.

REGISTRAR

Endst.No.ACR-2/9(xi)/24/ 6141—6231 Dated: 28-5-24

Copy of the above is forwarded to the following for information and necessary action:

1. Secretary to the Governor, Haryana, Raj Bhavan, Chandigarh (for kind information of the Hon'ble Chancellor).
2. Director General Higher Education Haryana, Plot No. 1-8, 1-9, Shiksha Sadan, Sector-5, Panchkula.
3. Director, Technical Education Haryana, Department of Technical Education, Haryana, Bays No. 7-12, Sector-4, Panchkula Haryana.
4. Dean Academic Affairs.
5. All the Deans of the Faculties, KUK.
6. Dean Students' Welfare.
7. Dean Research & Development.
8. Dean of Colleges, KUK (with the request to inform all the affiliated Colleges/Institutes).
9. Proctor.
10. Chairpersons/Directors of all the University Teaching Departments/Institutes.
11. Principals, IIHS.
12. Principals/Directors of all the affiliated Colleges/Institutes.
13. Registrars, M.D. University, Rohtak; G.J.U.S.&T. Hisar; J.C.Bose University of Sc. & Technology, Faridabad; Deenbandhu Chhotu Ram University of Sc. & Technology, Murthal, Sonipat; Ch. Devi Lal University, Sirsa; BPSMV, Khanpur Kalan (Sonepat), Indira Gandhi University, Meerpur, Rewari, Ch. Ranbir Singh University, Jind and Ch. Bansi Lal University, Bhiwani, Gurugram University Gurugram, Maharishi Valmiki Sanskrit University, Kaithal.
14. Director Public Relations, KUK.
15. Chief Warden (Men/Women), KUK.
16. Controllers of Examinations-I and II, KUK
17. Director, IT Cell, KUK (with the request to get it uploaded on the University Website).
18. Assistant Registrar (Estt.-T).
19. Assistant Registrar (Accounts).
20. Assistant Registrar (Conduct).
21. O.S.D. to the Vice-Chancellor (for kind information of the Hon'ble Vice-Chancellor).
22. Assistant Registrar O/o the Registrar (for kind information of the Registrar).
23. Supdt. (Planning/Registration/Fee Section/Conduct (Theory & Practical).
24. ACM-3 Set (Academic Section).

Deputy Registrar (Academic)
for Registrar