

INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT
PUSA, NEW DELHI

MANDATORY DISCLOSURE FOR RUNNING PGDM(T&L) PROGRAMME

I. Name of the Institution:

- Address including telephone, fax, email:

Indian Institute of Tourism and Travel Management
(An Organization of Ministry of Tourism, Government of India)
3rd and 4th Floors, New Block, IHM Campus, Pusa Road,
New Delhi – 110 012. Tel./fax:- 011-25842135
Email: iittmd@bol.net.in Website: www.iittm.org

II. Name & Address of the Director

Prof. Sitikantha Mishra
Director
Indian Institute of Tourism and Travel Management
(An Organization of Ministry of Tourism, Government of India)
3rd and 4th Floors, New Block, IHM Campus, Pusa Road,
New Delhi – 110 012

III. Governance:

- **Members of the Board and their brief background:**

As per the Constitution of IITTM, there shall be a Board of Governors for the Indian Institute of Tourism and Travel Management, which will be the highest executive body of the Institute. It shall be the function of the Board generally to carry out the objectives of the Institute. The board shall be responsible for the organization, general superintendence, direction and control of the activities of the Institute. The composition of the BOG is as follows:

SI.NO	Designation	Rank	Capacity
1	Minister Incharge of Tourism, Govt. of India	Chairperson	Ex-Officio
2.	Secretary, Ministry of Tourism, Govt. of India	Vice- Chairperson	Ex-Officio
3.	Joint Secretary, Ministry of Tourism, Govt. of India	Member	Ex-Officio
4.	Addl. Director General, Ministry of Tourism, Govt. of India	Member	Ex-Officio
5.	Financial Advisor, Ministry of Tourism, Govt. of India	Member	Ex-Officio
6.	Nominee of TAAI	Member	

7.	Nominee of IATO	Member	
8.	Nominee of ITTA	Member	
9.	Nominee of AICTE	Member	
10.	Nominee of FFFAI	Member	
11.	Nominee of Ministry of Railways	Member	
12.	Nominee of NCHM & CT	Member	
Expert Members			
13.	Mr. Zubin Karkaria, CEO, Kuoni (India).	Member	
14.	Mr. Ghulam Naqshband, Chairman, Le Passage to India.	Member	
15.	Prof. Kapil Kumar, Director, School of Social Sciences, IGNOU	Member	
16.	Prof. Kalpana Mathur, Dean – Faculty of Management, Jodhpur University	Member	
17.	Prof. S. Kulshertha, Professor, IITTM, Gwalior	Member	
18.	Prof. Sitikantha Mishra, Director- IITTM	Member Secretary	

➤ **Members of Academic Advisory Board**

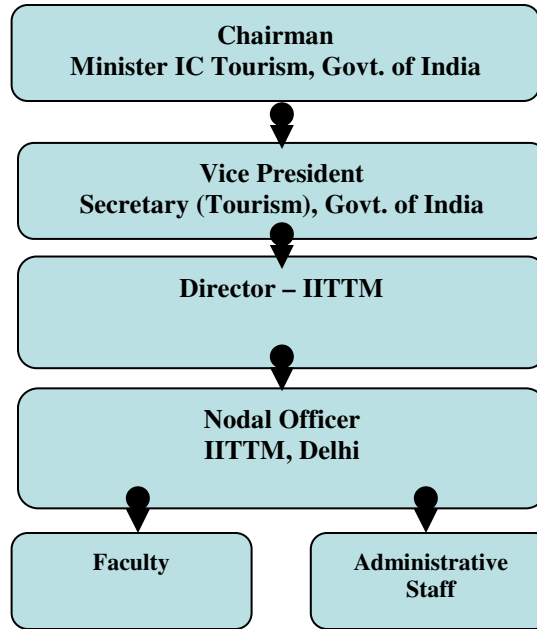
The executive cum Finance committee is also empowered to act as academic advisory body which consists of following members:-

1. Secretary (T)	Chairperson
2. Addl. Director General (T)	Member
3. Joint Secretary (T)	Member
4. Financial Advisor (T)	Member
5. Prof. Kapil Kumar, IGNOU	Member
6. Mr. Ghulam Naqshband, Chairman, Le Passage to India.	Member
7. Director IITTM	Member/Convener

➤ **Frequency of the Board meetings and Academic Advisory Body.**

As per Bye Laws Meeting of the Board of Governors should be held at least twice in a year and meetings of the Executive Committee are held as and when required.

➤ **Organizational Chart and Processes**



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

Decision on academic affairs of the institute is taken by the faculty council consisting of faculty members of the institute. The faculty council meets on a regular basis to assess the requirements of the students and industry and incorporate necessary inputs in terms of new courses/ modules. Besides, students are also consulted in the process.

IV. Programmes

➤ ***Name of the Programme (Full Time) approved by the AICTE***

1. Two-year full time Post Graduate Diploma in Management (PGDM) Tourism and Leisure.

➤ **Name of the programmes (Part Time) approved by the AICTE: Nil**

➤ **Name and duration of Programme(s), if any, not approved by AICTE and being run in the same campus: Nil**

Two-year full time Post Graduate Diploma in Management (Tourism and Leisure)

Number of Seats	60
Duration	Two Years

- Cut off marks for admission during the last 2 years: N/A (New Institute)
Minimum 50% marks in graduation. The institute has used the CAT scores for short listing the candidates. Group discussions and personal interviews were conducted by the institute for the first batch.

- Fee(for year 2007-08) Rs.76,200/- for first year and Rs. 50,500/- for second year (All Inclusive)
- Placement facilities are Available
- Campus Placement in last two years with minimum salary, maximum salary and average salary: N/A (New Institute)

➤ **Name and duration of Programme(s) having affiliation with Foreign University: NIL**

V. FACULTY

- Number of faculty members:
- | | | |
|-------------------|---|-------------|
| Permanent faculty | : | Four |
| Visiting faculty | : | Seven |
| Adjunct faculty | : | Ten |
| Guest faculty | : | Twenty Five |
- Profile of faculty

Core Faculty

S.No.	Name (s) of the Teaching Faculty	Qualifications with field of specialization			Age Year	Experience			Duration of the Employment at the institute (years)
		UG	PG	Doctorate		a) Teaching	b) Industry	c) Research	
1	Dr. Pawan Gupta, Nodal Officer	B.Com	MTM	PhD (Tourism)	32	10 Yrs	-		6 months
2	Mr. Dinesh C Soni, Lecturer	B.E. (Comp Sc.)	PGDTHM	R&D Experience	38	10 Yrs 10 Month	-	4 Yrs 5 Month	10 Yrs 10 Months
3	Ms. Shailja Gupta, Lecturer	BBA	MTM PGDJ(MC) UGC, JRF	--	25	1 ½ Yrs	-		6 months
4.	Mr. Rinzing Lama, Lecturer	BA (Tourism)	MATM UGC, JRF	--	24	02 Yrs	-		6 months

Visiting Faculty

Smt. Lajvanti Naidu, Industry Expert
 Wg. Cdr PK Gupta, United Aviation Company
 Mr. Jagdeep Ramchandani, Corporate Trainer
 Mr. Vijay Dhawan, HOD, Food & Bev. IHM Pusa
 Dr. RK Gupta, Faculty, IHM Pusa
 Smt. Anita Sharma, Faculty, IHM Pusa
 Mr. Prem Subramaniam, Head Tourism, IDFC, New Delhi

Adjunct Faculty

Dr. R K De, Management Consultant, New Delhi
Dr. Kamal Ghosh Ray, IILM, New Delhi
Dr. R P Das, Director, Institute of Management, Pt. Ravi Shankar Shukla Univ., Raipur
Dr. Kapil Mohan Garg, IBAT school of Management, Noida
Dr. E. Sivanagi Reddy, NITHM, Hyderabad
Dr. Harsh Sharma, IILM, New Delhi
Mr. Vijay Kumar, Dy Secretary, Deptt of Tourism, Govt of India
Prof. Freda Swaminathan, Fortune Institute of International Business, New Delhi
Prof. Y.P Gupta, Maharishi Institute of Management, Noida
Mr. Jayanta Das, Vice President, Reliance Industries

Guest Faculty

Prof Chris Cooper, Strathclyde University, UK
Prof Namichand Jain, Professor Arizona State University, USA
Mr. Larry Bowman, SAITHRDP (Co-ordinator India, NCHMCT, Pusa, New Delhi)
Mr. Harsh Verma, Representative, Asia Pacific Region, WTO, Madrid, Spain
Mr. Nic Humphries, First Secretary, The British Council, New Delhi
Mr. M.P. Bezbaruah, Ex- Secretary (Tourism), Govt. of India
Dr. P.K. Choubey, Professor, Economics, Indian Inst. of Public Admn., Delhi
Prof Harivansh Chaturvedi, Director, Birla Inst. of Management Techn, Delhi
Prof Rakesh Mohan Joshi, IIFT, New Delhi
Prof Bashir Ahamd Khan, Head, Tourism Management, Pondicherry University
Prof D.S. Bhardwaj, Head, Tourism Management, Kurukshetra University, Kurukshetra
Dr S.P. Bansal, Chairman, Institute of Vocational Studies, HP University, Shimla
Prof D.M. Dutta, Department of Business Management, Burdwan University, Burdwan
Prof. P.C. Purkayeshtha, IISWBM, Kolkata
Prof R.C. Sharma, Retd. Professor, Jawahar Lal Nehru University, New Delhi
Mr. S.C. Tripathi, Retd. DGP – M.P. Bhopal
Dr. R.S. Nigam, Retd Director, Delhi, Delhi School of Economics, Delhi
Prof DPS Verma, Deptt. of Commerce, Delhi University
Dr. Gulshan Kapoor, Prof. SBS College, Delhi University
Prof Sudipti Banerjee, Commerce Department, Kolkata University, Kolkata
Prof P.K. Yadav, Business Administration Department, Rohilkhand University, Barielly
Dr. M.K. Sharma, Business Administration Department, Tezpur University, Assam
Dr. Prasanna Patsani, D.Litt., DSC, Member of Parliament & eminent writer
Prof. G K Brahma, Eminent historian and a literary critic
Dr. S A Ansari, Professor, department of Commerce & Management, Allahabad University

- Number of faculty employed and left during last two years.
Employed-04
Left- Nil
- Profile of Director/Principal with qualifications, total experience, age and duration of employment at the institute:

Name: Dr. Sitikantha Mishra
Qualification: M.Com, FDPM (IIMA), Ph. D (Business Administration)

Total Experience: 29 Years

Date of Birth: 05.02.1955

Duration of Employment: 10 years
At the institute
- Whether student assessment of faculty is in force : Yes

VI. FEE

Details of fee, as approved by the Committee:

1. Post Graduate Diploma in Management (Tourism and Leisure)

First Year (two semesters)

Admission fee	Rs. 4000/-
Tuition fee	Rs. 50,000/-
Sports, cultural & welfare activities fee	Rs. 2,700/-
Technical visit/study tour	Rs. 7,000/-
Library & computer laboratory fee	Rs. 6,000/-
Examination fee	Rs. 1,500/-
Caution money (refundable)	Rs. 5,000/-

Total	Rs. 76,200

Second Year (two semesters)

Tuition fee	Rs. 30,000/-
Sports, cultural & welfare activities fee	Rs. 1,000/-
Library & computer laboratory fee	Rs. 3,000/-
Examination fee	Rs. 1,500/-
Placement activities	Rs. 7,500/-
Technical visit/study tour	Rs. 7,000/-
Alumni membership	Rs. 500/-

Total	Rs. 50,500

Grand Total	Rs. 1,26,700
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- Time schedule for payment of fee for the entire programme: Annual fee is taken before starting of each year
- Fee Waivers granted with amount and name of students: N/A.
- Number of scholarships offered by the institute with the name of the students, duration and amount: As per the rules of the Govt.
- Criteria for FEE waivers/scholarships: As per the rules of the Govt.
- Estimated cost of Boarding and lodging in hostels: N/A

VII ADMISSION:

1. Post Graduate Diploma in Management(Tourism and Leisure)

No. of seats sanctioned with the year of approval 60, year 200-09

No. of students admitted under various categories each year in the last two years:

N.A.

Number of applications received during last two years: **N.A.**

VIII. ADMISSION PROCEDURE

Post Graduate Diploma in Management (Tourism and Leisure)

Mention the admission test: CAT, MAT, XAT, IIFT and Test
Conducted by the institute

- Number of Seats allotted to different Test Qualified candidates CAT, MAT, XAT, JMET, ATMA, CET, JEE (state conducted tests/university tests):

There is no policy of allotment of seats based on the testing agency; however a scale of equivalence is devised on order to obtain the merit list of students to be invited for group discussion and personal interview.

- Calendar for admission (current year) already submitted
- The policy of refund of the fee in case of withdrawal: As per rules of the Institute, the fee once deposited is non-refundable, only caution money is refunded.

IX. CRITERIA and WEIGHTAGES FOR ADMISSION

Post Graduate Diploma in Management (Tourism and Leisure)

- Describe each criterion with its respective weightages i.e Admission test, GD, Interview etc. :

CAT/ IITTM test score percentile	-	70 %
Group Discussion	-	10%
Interview	-	20%

- Mention the minimum level of acceptance, if any, for any criteria - depends on merit
- Mention the cut-off levels of percentage & percentile scores (section-wise and/or total as the case may be) of the candidates in the admission test who are called for GD/Interview: 25 percentile of CAT score.
- Mention last two years cut-off percentage & percentile scores (section-wise and/or total as the case may be)of the candidates called for GD/Interview: N/A
- Display marks scored in test, GD, Interview etc and in aggregate for all candidates who come for GD/Interview: Displayed on website

X. APPLICATION FORM

- Downloadable application form, with online submission possibilities: Yes

XI. LIST OF APPLICANTS

- List of candidates whose applications have been received along with percentile/percentage scores 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.: Displayed on website

XII. CRITERIA FOR GD / PERSONAL INTERVIEW

- Norms adopted for calling the candidates for Group Discussion/Personal Interview: Candidates strictly on the basis of merit prepared out of written test in the ratio of 1:4 (no. candidates: no. of seats) are invited for GD/PI
- Attributes for evaluation in GD/ Interview
The following attributes are evaluated for candidates.
 - Communication/presentation skills
 - Personality
 - General aptitude
 - General inclination towards management programme
 - Academic/non academic achievement

XIII. RESULTS

- Composition of evaluation team with the brief profiles of members:
 - Professor / Chairman Academics
 - Programme Head
 - Subject Expert (outside)
 - Subject Expert (inside)
- Score of individual candidates called for Group Discussion and Interview in each of the components including the test and in total, arranged in order of merit: Displayed on website.
- List of candidates who have been offered admission under each category: Displayed on website.
- Waiting list of candidates in order of merit to be operative from the last date of joining of the first list candidates, category wise: Displayed on website.
- List of candidates who joined within the date vacancy position in each category before operation of waiting list: Displayed on website
