

INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT
GWALIOR

MANDATORY DISCLOSURE FOR RUNNING PGDM(TT/IB/SS) PROGRAMMES

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)
Govindpuri
Gwalior – 474 011
Madhya Pradesh
Tel.- 0751-2437300; Fax - 0751-2344054
email: iittm@sancharnet.in website: www.iittm.org

II. Name & Address of the Director

Prof. Manjula Chaudhary
Director
Indian Institute of Tourism and Travel Management
Govindpuri
Gwalior – 474 011
Madhya Pradesh
Tel.- 0751-2344214; Fax - 0751-2344054

III. Governance:

➤ Members of the Board of Governors 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:

Sl. No.	Designation	Capacity	Remarks
1.	Union Minister of Tourism	Chairperson	Vide order No. 9(1)/2001-IITTM dated 04/10.02.2005.
2.	Secretary (Tourism), Government of India	Vice Chairperson	Vide order No. 9(1)/2001-IITTM dated 04/10.02.2005.
3.	Joint Secretary, Ministry of Tourism, Government of India	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
4.	Additional Director General, Ministry of Tourism, Government of India	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
5.	Financial Advisor, Ministry of Tourism, Government of India	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
6.	CMD, ITDC (India Tourism Development Corporation)	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
7.	Nominee of TAAI (Travel Agents Association of India)	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
8.	Nominee of IATO (Indian Association of Tour Operators)	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
9.	Nominee of ITTA (Indian Tourist Transporters Association)	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
10.	Nominee of AICTE (All India Council for Technical Education)	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
11.	Nominee of FFFAI (Federation of Freight Forwarders' Associations in India)	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
12.	Nominee of NCHMCT (National Council for Hotel Management and Catering Technology)	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
13.	Nominee of Ministry of Railways	Member	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.
14-18	5 experts nominated by Central Government	Members	The tenure of previous members has expired. New members are to be nominated by the Central Government
19.	One Professor of IITTM on rotation among Professors (on the basis of seniority for a term of two years)	Member	Approved by the Board of Governors in its 33 rd meeting held on 14.12.2010.
20.	Director-IITTM	Member Secretary	Vide order No. 9DAT(9)/96Pt-II dated 22.07.2002.

➤ **Members of Academic Advisory Board**

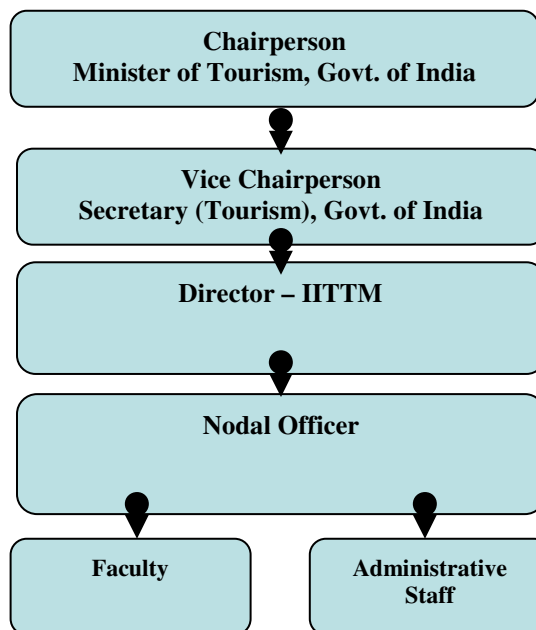
The Executive cum Finance committee is also empowered to act as academic advisory body which consists of following members:-

S. No.	Designation	Capacity	Remarks
1.	Secretary (Tourism), Government of India	Chairperson	Approved by the Board of Governors in its 31 st meeting held on 04.12.2006.
2.	Joint Secretary, Ministry of Tourism, Government of India	Member	Approved by the Board of Governors in its 31 st meeting held on 04.12.2006.
3.	Additional Director General, Ministry of Tourism, Government of India	Member	Approved by the Board of Governors in its 31 st meeting held on 04.12.2006.
4.	Financial Advisor, Ministry of Tourism, Government of India	Member	Approved by the Board of Governors in its 31 st meeting held on 04.12.2006.
5-6.	02 members out of members nominated in BOG	Members	Approved by the Board of Governors in its 31 st meeting held on 04.12.2006. The term of all nominated members of BOG has expired.
7.	Director-IITTM	Member Secretary / Convenor	Approved by the Board of Governors in its 31 st meeting held on 04.12.2006.

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

As per Bye Laws meetings 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) in Tourism & Travel.
2. Two-year full time Post Graduate Diploma in Management (PGDM) in International Business.
3. Two-year full time Post Graduate Diploma in Management (PGDM) in Services Sector.

- **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 Travel/ International Business/Services Sector)

Number of Seats 93 each in PGDM (TT), PGDM (IB) and PGDM (SS)
Duration Two Years

- Cut off marks for admission during the last 2 years: The institute uses CAT/MAT/IITTM Test scores for preparing the merit list of candidates

- Fee (for batch 2011-13) (all inclusive) :

Course	Fee for first year	Fee for second year
PGDM (TT)	Rs.94,400/-	Rs.63,000/-
PGDM (IB)	Rs.1,23,600/-	Rs.1,22,500/-
PGDM (SS)	Rs.1,23,600/-	Rs.1,22,500/-

- Placement facilities - Available
- Campus Placement in last two years with minimum salary, maximum salary and average salary:

- Name and duration of Programme (s) having affiliation with Foreign University:
Nil

V. FACULTY

- Number of faculty members:

Regular faculty	:	Eight
Contractual factual	:	One
Teaching Associates	:	Ten

➤ Profile of faculty

Core Faculty

S.No.	Name (s) of the Teaching Faculty	Qualifications with field of specialization			Age Year	Experience a) Teaching b) Industry c) Research			Duration of the Employment at the institute (years)
		UG	PG	Doctorate					
1	Dr. Sandeep Kulshreshtha, Professor		M.Phil., M.Com (Gold Mdl.)	Ph.D.				14 yrs.	
2	Dr. Nimit Chowdhary , Professor	B.E.	MBA (Marketing)	Ph.D.				Since 14.05.2007	
3	Dr. Monika Prakash, Associate Professor		MBA (Finance), M.Com,	Ph.D.				Since 14.05.2007	
4.	Dr. Saurabh Dixit, Assistant Professor - Information Technology	B. E.	MBA (Marketing),	Ph.D.				Since 25.02.1997	
5	Mrs. Meera S., Assistant Professor - International Business		M.Phil (Economics), UGC-NET, M.A. (Economics),					Since 14.05.2007	
6	Mr. Chandra Sekhar Barua, Assistant Professor		UGC-NET, M.T.A.					Since 24.05.2007	
7	Mrs. Deepa Mittal, Assistant Professor		UGC-NET, M.Phil., M. Com					Since 11.09.2008	
8	Mr. Ramesh Chandra Devrath, Assistant Professor		MBA (Marketing)					Since 29.09.2008	
9	Mr. Manoj Pratap Singh Yadav, Assistant Professor		MBA (Marketing)					Since 03.02.2009	

- Number of faculty employed and left during last two years.
Employed-Nil
Left- One

- Profile of Director/Principal with qualifications, total experience, age and duration of employment at the institute:

Name : Dr. Manjula Chaudhary
 Qualification : Ph. D. (Management), MBA
 Total Experience: 26 Years (since 1985)
 Date of Birth: 02.02.1963

Duration of Employment: Since 23.03.2010
 at the institute

- Whether student assessment of faculty is in force : No

VI. FEE

Details of fees (all inclusive) for various PGDM courses (for batch 2011-13) are as follows:

Name of the Course	Fee for first year	Fee for second year
PGDM (TT)	Rs.94,400/-	Rs.63,000/-
PGDM (IB)	Rs.1,23,600/-	Rs.1,22,500/-
PGDM (SS)	Rs.1,23,600/-	Rs.1,22,500/-

- 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:
- 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:
 Rs.13500/- per year for Double room with attached toilet;
 Rs.10500/- per year for Triple room with attached toilet;
 Rs. 9500/- per year for Triple/Single room without attached toilet

Mess charges : Rs.1800/- per month

VII ADMISSION:

Post Graduate Diploma in Management (TT/IB/SS)

No. of seats sanctioned with the year of approval - 93 each in PGDM (TT), PGDM (IB) and PGDM (SS), Year of approval - 2009

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

Year	Gen	SC	ST	OBC	PH	Total
2010	191	24	08	49	02	274
2011	132	27	05	60	02	226

Number of applications received during last two years:

Year	Gen	SC	ST	OBC	PH	Total
2010	741	79	35	183	04	1042
2011	585	82	22	155	04	848

VIII. ADMISSION PROCEDURE

Post Graduate Diploma in Management(TT/IB/SS)

Mention the admission test: CAT, MAT and Test conducted by IITTM

- 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.

- Calendar for admission (current year) already submitted: available on institute's website
- 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 Courses:

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

CAT/MAT/CMAT/IITTM test score percentile	-	70 %
Group Discussion	-	15%
Interview	-	15%

- 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: All candidates present in the IITTM conducted written and/or those who have valid CAT/MAT score card are called for GD/Interview
- 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: For PGDM 2012-14 batch will be displayed later 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.: Yet to be finalized for PGDM 2012-14 batch

XIII. CRITERIA FOR GD / PERSONAL INTERVIEW

- Norms adopted for calling the candidates for Group Discussion/Personal Interview: On basis of merit prepared out of written test
- 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

XIV. 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: For PGDM 2012-14 batch will be displayed later on website.
- List of candidates who have been offered admission under each category: For PGDM 2012-14 batch will be displayed later 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: For PGDM 2012-14 batch will be displayed later on website.
- List of candidates who joined within the date vacancy position in each category before operation of waiting list: For PGDM 2012-14 batch will be displayed later on website.
