

MANDATORY DISCLOSURE

Academic Session 2020-21

Updated on : 04/12/2021

1	Name of The Institution Address Mobile No. E-Mail Website	Sheela Devi Institute of Management & Technology Tigaon-Ballabgarh Road ,Faridabad (HR)-121004 7988728264 principal@sdgi.edu.in www.sdgi.edu.in	
2	Name and address of the Trust/Society/Company and the Trustees Address Mobile No. E-Mail	Kisna Education Society Tigaon-Ballabgarh Road, Faridabad (HR)-121004 9958887828 principal@sdgi.edu.in	
3	Name and Address of the Principal/Director Address Mobile No. E-Mail	Mr.SANJAY KUMAR SADANA Faridabad , 7988728264 Principalsdpc220@gmail.com	
4	Name of the affiliating University	Maharishi Dayanand university, Rohtak	
5	Governance		
	<ul style="list-style-type: none">Members of The Board and their brief background	Particular	Designation in the Board

	Mr.Gurmeet Singh	President
	Ms. Jasvinder Kaur	Vice President
	Mr. Randeep Singh	General Secretary
	Ms.Tarleen Kaur	Treasurer
	Ms. Rabinder Kaur	Executive Member
	Ms. Inderpreet Kaur	Executive Member
	Mr.Kanwal Jeet Singh	Executive Member
	Ms.Ashveen Kaur	Executive Member
• Members of Academic Advisory Body	Particular	Designation in the Committee

	Mr.Gurmeet Singh	Chairman
	Mr. Randeep Singh	General Secretary
	DR. SANAJY KUMAR SADANA	Director/Principal
	Mr. Sushil Kumar Mishra	TPO
	Mr.Sanjay Kaushik	Dean (AA)/ HOD
	Mr.Pradeep Pathak	Associate Prof. Management
	Mr.Vinod Kumar	Asst Prof.
	Mr. Abhash Chaudhary	HOD
	Mr. Rajab Mohammad	HOD
	Mr.Deepak Mishra	Co-ordinator
	Ms.Sonam Goyal	In-Charge

<ul style="list-style-type: none"> Frequently of the Board meeting & Academic Advisory Body . 	YES	
<ul style="list-style-type: none"> Nature and Extent of involvement of Faculty and students in academic affairs/improvement 	Several meetings held time to time and taken feedback from the students. Staff gives suggestions for improving academic sessions and for the betterment of the students.	
<ul style="list-style-type: none"> Mechanism/Norms and Procedure for democratic/good Governance 	Adopted	
<ul style="list-style-type: none"> Student Feedback on Institutional Governance /Faculty performance 	Feedbacks from students as well as from parents are taken to tell about each subject. Parents Teachers meeting held after every sessional to show the progress of their students.	
<ul style="list-style-type: none"> Grievance Redressal mechanism for Faculty ,Staff and students 	Grievance Redressal Committee has been constituted to make arrangements to redress grievances of faculty, staff and student. Mentors are provided to Students so that they can raise their grievances through them on extremely sensitive and important matters.	
<ul style="list-style-type: none"> Establishment of Anti Ragging Committee 	As per AICTE norms a committee of following members is constituted for the prevention of ragging and dealing with Anti Ragging cases:-	
	Particular	Designation in the Committee
	Mr.Rajab Mohammad (Admin officer)	Convener

	Mr.Sanjay Kaushik(Dean AA)	Deputy Convener
	Mr.Abhash Chaudhary	Member
	Ms. Sonam Goyal	Member
	Ms. Poonam (Asst.Prof.BBA)	Member
	Mr.Lekhraj (IT Incharge)	Member
	Ms. Vanita Bhardwaj (Asst.Prof. BCA)	Member
	Mr.Praveen Khatana (D.P.E)	Member
<ul style="list-style-type: none"> Establishment of Online Grievance Redressal Mechanism 	Yes	
<ul style="list-style-type: none"> Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University 	The Grievance Redressal Committee for 2018-19 is constituted to solve the problems of the students & staff.	
	Particular	Designation in the Committee
		Ombudsman
	Mr.Sushil Kumar Mishra (TPO)	Convener
	Mr. Pradeep Pathak (HOD MGT.)	Deputy Convener

	Ms.Kamlesh Saini(Registrar)	Member
	Ms. Sonam Goyal	Member
	Ms. Pinkey Pandey (Asst. Prof BBA)	Member
	Mr.Deeapk Mishra	Member
	Mr.Samander	Member
	Mr.Lekhraj(IT Incharge)	Member
• Establishment of Internal Complaint Committee (ICC)	Particular	Designation in the Committee
	Ms.Kamlesh Saini (Registrar)	Chairperson
	Mr.Ashish Das(Finance Director)	Member
	Ms.Poonam Devi (Asst. Prof .BBA)	Member
	Mr. Vipin Pradhan (Vice President Yog Sadhna Kender)	Member
	Ms.Neha Gaur	Member
	Ms. Rashmi (Asst. Prof MGT)	Member
• Establishment of Committee for SC/ST	Particular	Designation in the Committee

	Mr. Sanjay Kaushik(Dean AA)	Convener
	Ms.Neha Gaur	Member
	Ms.Vanita Bhardwaj (Asst.Prof. BCA)	Member
	Mr.Nitish Maan (Asst. Lib)	Member
	Mr.Praveen Khatana (D.P.E)	Member
	Mr.Harpal	Member
• Internal Quality Assurance Cell	YES	
• Training & Placement Cell	Training and Placement cell plays a very vital role in locating job opportunities for the students. The placement cell organizes career counseling programs for the students. The cell arranges training programs like Group Discussion, Communication Skill, Workshop etc.	
	Particulars	Designation in the Committee
	Mr.Sushil Kumar Mishra(TPO)	Convener
	Mr.Pradeep Pathak (Asso. Prof. Mgt.)	Member
	Ms.Sonam Goyal	Member
	Ms.Neha Gaur	Member

	Ms.Vanita Bhardwaj (Asst. Prof. Mgt)	Member
	Mr. Rohit Bhati(BHM Deptt)	Member
<ul style="list-style-type: none"> Establishment of Institution –Industry Cell(IIC) 	IIC works as the mediator where its role is to connect the future managers with the current one's and provide a platform for active interaction and knowledge sharing for the benefit of all the students.T he foremost purpose of the cell is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes during their course.	
	Particular	Designation in the Committee
	Dr. Sanjay kumar sadana (Director/Principal)	Patron
	Mr. Sushil Kumar Mishra(TPO)	Convener
	Mr. Rajab Mohammad (Admin Officer)	Member
	Mr.Pradeep Pathak (Co-coordinator MGT)	Member
	Mr. Deepak Mishra	Member
	Mr.Sanjay Kaushik(Dean AA)	Member
	Mr.Abhash Chaudhary	Member
6	Programmes	

•	Name of Programme approved by AICTE	Engineering & Technology
•	Name of Programme Accredited by AICTE	NIL
•	Status of Accreditation of the Courses	NA

Name	Number of Seats	Duration	Cut off marks for	Total Fee	Placement Facilities
Bachelor of Business Administration	120	3 Yrs	80	40000/-P.A	Available
Bachelor of Computer Application	120	3 Yrs	72	40000/-P.A	Available
Bachelor of Hotel Management & C T	60	4 Yrs	70	50000/- P.A	Available

Campus Placement for 2016-17					
Sr. No	Course	Student Placed	Minimum Salary	Maximum Salary	Average Salary
1	Bachelor of Business Administration	05	25000	15000	12000
2	Bachelor of Computer Application	02	21000	16000	10000
3	Bachelor of Hotel Management & C T	0	0	0	0

Campus Placement for 2017-18					
Sr. No	Course	Student Placed	Minimum Salary	Maximum Salary	Average Salary
1	Bachelor of Business Administration	4	18000	18000	10000
2	Bachelor of Computer Application	2	15000	15000	10000
3	Bachelor of Hotel Management & C T	0	0	0	0

Campus Placement for 2018-19					
Sr. No	Course	Student Placed	Minimum Salary	Maximum Salary	Average Salary
1	Bachelor of Business Administration	3	21000	18000	12000
2	Bachelor of Computer Application	2	15000	15000	10000
3	Bachelor of Hotel Management & C T	0	0	0	0

Director /Principal- Management				
Bachelor of Business Administration				
S.NO	NAME	DESIGNATION	DOJ	QUALIFICATION
1	Dr. SANJAY KUMAR SADANA	DIRECTOR		PH.D ,M.B.A

Branch wise list faculty member				
Bachelor of Business Administration				
S.NO	NAME	DESIGNATION	DOJ	QUALIFICATION
1	Dr. MANOJ KUMAR	PROFESSOR	01.03.2021	PH.D ,M.B.A
2	Mr.PRADEEP PATHAK	HOD	08.04.2021	M.B.A
3	Mr. RAJAB MOHAMMAD	ASSO.PROF	24.08.2012	M.B.A
4	MR. SUSHIL KUMAR MISHRA	ASSO. PROF	14.05.2018	M.B.A
5	MS.PINKEY PANDEY	ASST. PROF	01.01.2020	M.B.A(NET QUALIFIED)
6	MS.POONAM DEVI	ASST. PROF	12.06.2021	M.B.A
7	MS.RASHMI	ASST. PROF	16.10.2021	M.B.A
8	MS.SWETA	ASST. PROF	08.11.2021	M.B.A
9	Mr. SUMANT	ASST. PROF	14.06.2021	M.B.A(NET QUALIFIED)
10	Mr.TAPASAYA	ASST. PROF	05.06.2021	M.B.A

Branch wise list faculty member				
Bachelor of Computer Application				
S.NO	NAME	DESIGNATION	DOJ	QUALIFICATION
1	Dr. MUNISH NAGAR	PROF.	01.03.2021	PH.D
1	Ms. EKTA SONI	ASST. PROF	26.10.2020	MCA (NET,GATE QUALIFIED)
2	MS.VANITA BHARDWAJ	ASST. PROF	01.04.2021	MCA
3	Mr. AMIT KUMAR	ASST. PROF		MCA
4	Mr. ANNU SHARMA	ASST. PROF	19.08.2019	M.TECH CSE
5	Ms. SONAM GOYAL	ASST. PROF	05.05.2021	M.TECH CSE
6	Ms. RAJMEET KAUR	ASST. PROF	19.06.2020	MCA
7	Ms.SHEFALI MAHESHWARI	ASST. PROF	18.05.2019	MCA

Branch wise list faculty member				
Bachelor of Hotel Management & C T				
S.NO	NAME	DESIGNATION	DOJ	QUALIFICATION
1	Mr.Ramit Kapoor	Asst. Prof.		MHM
2	Mr.Shubendu Haldar	Asst. Prof.		B.H.M
3	Gaurav Arora	Asst. Prof.		B.H.M
4	Swati Tirkha	Asst. Prof.		B.H.M

9	Fee			
	• Detail of Fee	B.B.A :- Rs. 40,000/- P.A B.C.A:- Rs.40,000/- P.A B.H.M:- Rs.50,000/- P.A		
10	Admission	Branch	No of Seats sanctioned	Year of Approval
		Bachelor of Business Administration	120	2008-09
		Bachelor of Computer Application	120	2008-09
		Branch	No of Seats sanctioned	Year of Approval
		Bachelor of Business Administration	120	2009-10
		Bachelor of Computer Application	120	2009-10
		Branch	No of Seats sanctioned	Year of Approval
	➤	Bachelor of Business Administration	120	2010-11
		Bachelor of Computer Application	120	2010-11
		Branch	No of Seats sanctioned	Year of Approval
	➤	Bachelor of Business Administration	120	2011-12
		Bachelor of Computer Application	120	2011-12
		Branch	No of Seats sanctioned	Year of Approval
	➤	Bachelor of Business Administration	120	2012-13
		Bachelor of Computer Application	120	2012-13
		Bachelor of Hotel Management & C T	60	2012-13

		Branch	No of Seats sanctioned	Year of Approval
	➤	Bachelor of Business Administration	120	2013-14
		Bachelor of Computer Application	120	2013-14
		Bachelor of Hotel Management & C T	60	2013-14
		Branch	No of Seats sanctioned	Year of Approval
	➤	Bachelor of Business Administration	120	2014-15
		Bachelor of Computer Application	120	2014-15
		Bachelor of Hotel Management & C T	60	2014-15
		Branch	No of Seats sanctioned	Year of Approval
	➤	Bachelor of Business Administration	120	2015-16
		Bachelor of Computer Application	120	2015-16
		Bachelor of Hotel Management & C T	60	2015-16
		Branch	No of Seats sanctioned	Year of Approval
	➤	Bachelor of Business Administration	120	2016-17
		Bachelor of Computer Application	120	2016-17
		Bachelor of Hotel Management & C T	60	2016-17

● **No. of students admitted under various categories each year in the last three years**

	2018-19	No of Seats sanctioned in	Open		OBC		SC		ST		TOTAL
			M	F	M	F	M	F	M	F	
	BBA	120	7	7	0	0	1	2	0	0	14
	BCA	120	6	1	0	0	0	0	0	0	7

	BHMCT	60	0	0	0	0	0	0	0	0	0
●	No. of students admitted under various categories each year in the last three years										
	2017-18	No of Seats sanctioned in	Open		OBC		SC		ST		TOTAL
			M	F	M	F	M	F	M	F	
	BBA	120	3	10	0	0	0	0	0	0	13
	BCA	120	6	0	1	0	0	0	0	0	7
	BHMCT	60	0	0	00	0	0	0	0	0	0
●	No. of students admitted under various categories each year in the last three years										
	2017-18	No of Seats sanctioned in	Open		OBC		SC		ST		TOTAL
			M	F	M	F	M	F	M	F	
	BBA	120	10	3	0	0	0	0	0	0	0
	BCA	120	05	0	0	0	0	0	0	0	0
	BHMCT	60	0	0	0	0	0	0	0	0	0
11	Admission Procedure	As per the Competent Authority (MDU)									
12	Admission Criteria	As per the Competent Authority (MDU)									

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Information & Infrastructure and other resources Available:-The Institute has a multi storey building having 2 blocks with adequate space required for all the above mentioned courses. Institution have Director office, Admin offices, Classrooms , Library, computer Labs ,Tutorial Rooms, Reception Area, conference Hall, Toilets for Boys & Girls, Common Room etc.

A) INSTRUCTIONAL AREA

S.No.	Room Type(Mention Class Room/Laboratory/Toilet,etc)	Area of room in Sqm
1	Class Room-1	66.88
2	Class Room-2	77.75
3	Class Room-3	66.90
4	Class Room-4	72.70
5	Class Room-5	67.80
6	Class Room-6	73.75
7	Class Room-7	69.78
8	Class Room-8	75.76
9	Class Room-9	69.80
10	Class Room-10	70.75

11	Class Room-11	67.82
12	Class Room-12	69.83
13	Class Room-13	74.72
14	Class Room-14	66.88
15	Class Room-15	74.72
16	Class Room-16	69.83
17	Class Room-17	70.82
18	Class Room-18	76.75
19	Class Room-19	67.88
20	Class Room-20	76.65
21	Additional Workshop	804
22	Tutorial Room-1	40.76
23	Tutorial Room-2	44.71
24	Tutorial Room-4	50.76

25	Tutorial Room-4	50.76
25	Lab-1	75.51
27	Lab-2	78.54
28	Communication /Language Lab	75.25
29	Seminar Hall	135.94
30	Computer Centre	75.80
31	Cabin for Head of Department	30.10
32	Cabin for Head of Department	30.10
33	Computer Center	156
34	Library & Reading Room	800
35	Principal Director Office	33.44
36	Stationary & Reprography Room	39.38
37	Examination Control Office	47.97
38	Board Room	32.69

39	Central Store	39.38
40	Maintenance Room	21.32
41	House Keeping Room	18.90
42	Security Room	17.93
43	First Aid Room	39.38
44	Office All Inclusive	305.13
45	Placement Office	47.97
46	Staff Room	72.48
47	Cafeteria	156.01
48	Pantry for Staff	33.16
49	Stationary Store	18
50	Auditorium	420
51	Sport Club	210

<p>Hostel Facility: - Separate building of Boys & Girls hostel is available. Hostel buildings are under CCTV surveillance. 24x7 Security services are available. The boys' hostel has a capacity to accommodate 250 students and the girls' hostel can accommodate 30-40 students. The rooms are available on twin and triple sharing basis. Hostel provide mess facility to students, The food is prepared by mess workers as per the pre-decided menu. Proper Hygiene and cleanliness would be maintained.</p>		
<p>Library :-</p>		
1	Number of Library Books/Titles/Journals available	Books :- 5561 Titles :- 2125 Journals :- 61
2	Computing Facilities	10
3	Internet Bandwidth	100 Mbps
4	Number and configuration of system	60
5	Total No of System connected by LAN	60
6	Major software Package available	Available
7	Special Purpose facilities available	Available
<p>LIST OF FACILITIES AVAILABLE</p>		
<p>Games and Sports Facilities</p>		Games and Sports facilities provided in college campus as well as students are prepared for other competition also.
<p>Extra Curricular Activities</p>		PTM is organized on regular basis, PDP, Seminars are Communication skills programs are also organised.FDP is conducted once in a six month. Industrial and professional visit of students arranged in each semester.
<p>Soft Skill Development Facilities</p>		YES
<p>Practical Training/Projects</p>		Expert lectures and seminars are arranged to update the students from the reputed

		institutions like IIT,NIT's ,YMCA. The Students are encouraged to prepare live projects and innovation cell is also developed in college for preparing themselves to join the industries with vide knowledge.
Teaching Learning Process		
Curricula and syllabus for each of the programmes as approved by the University	Yes	
Academic Calendar of the University	Yes	

15	LOA and Subsequent EOA till the current Academic Year	Attached
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➤	<i>Occupancy Certificate- ATTACHED</i>
➤	<i>Fire & Safety Certificate- ATTACHED</i>