

Annexure 10

**Mandatory Disclosures**

Academic Year 2019-20

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

- Address including Telephone, Mobile, E-Mail

**ISME School of Management and Entrepreneurship**

Tower 2 B, 4<sup>th</sup> Floor, One India Bulls Center,  
Senapati Bapat Marg, Lower Parel, Mumbai – 400013  
Telephone - 022-24213556 email – [info@isme.co.in](mailto:info@isme.co.in)

2. Name and address of the Trust/ Society/ Company and the Trustees

- Address including Telephone, Mobile, E-Mail

Imagine Trust

Tower 2 B, 4<sup>th</sup> Floor, One India Bulls Center,  
Senapati Bapat Marg, Lower Parel, Mumbai – 400013  
Telephone - 022-24213556 email - [info@isme.co.in](mailto:info@isme.co.in)

3. Name and Address of the Vice Chancellor/ Principal/ Director

- Address including Telephone, Mobile, E-Mail

Ms. Heena Thakkar, In-Charge Director

ISME School of Management and Entrepreneurship  
Tower 2 B, 4<sup>th</sup> Floor, One India Bulls Center,  
Senapati Bapat Marg, Lower Parel, Mumbai – 400013  
Telephone - 022-24213556 email – [heena@isme.co.in](mailto:heena@isme.co.in)

4. Name of the affiliating University – We are a Standalone Institution.

## 5. Governance

- Members of the Board and their brief background

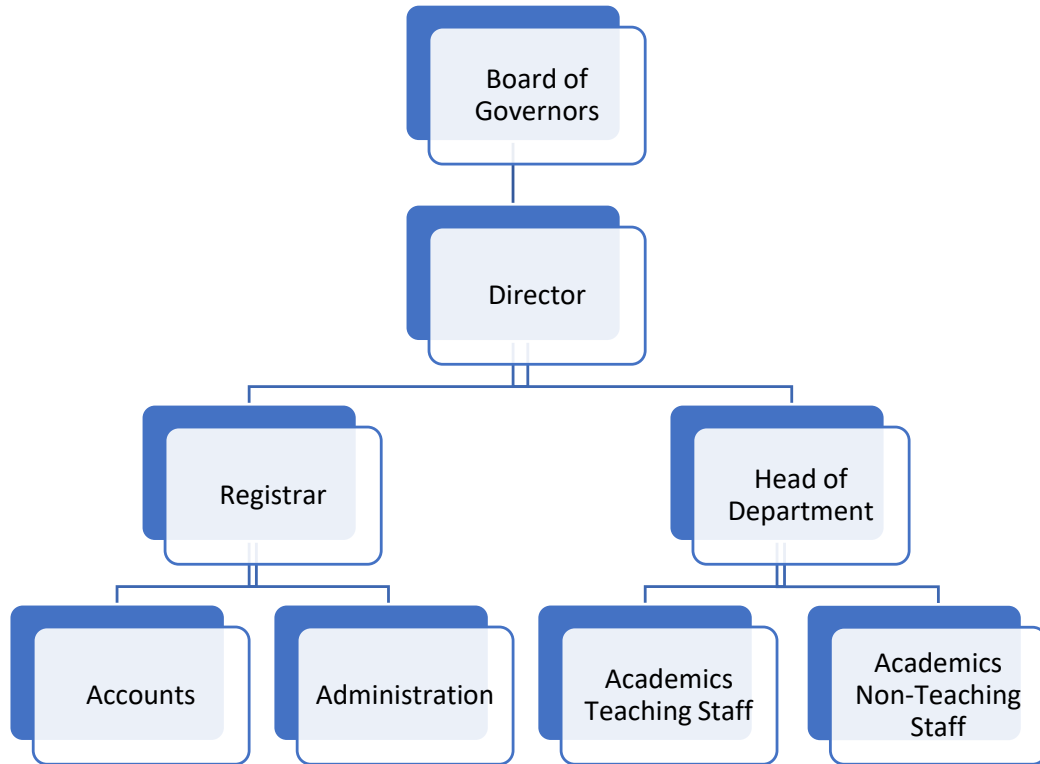
### Board of Governors Members, ISME School of Management & Entrepreneurship

Sr.No	Title	First Name	Last Name	Designation
1.	Dr.	Indu	Shahani	President & Chair
2.	Mr.	Dinesh	Panjwani	Educationist – R.D. National College
3.	Mr.	Siddharth	Shahani	Nominee of the Trust
4.	Mr.	Anuj	Poddar	Industry Expert – Executive Director, Bajaj Electricals
5.	Dr.	Shailesh	Ayyangar	Industry Expert –Managing Director, Sanofi India
6.	Mr.	Swaminathan	R	Industry Expert – Chief People Officer, WNS Global Services
7.	Dr.	Vijay	Khole	Educationist – Former Vice Chancellor, University of Mumbai
8.	Ms.	Heena	Thakkar	In-charge Director, ISME
9.	Dr.	Kamatchi	Iyer	Faculty, ISME
10	Dr.	Malcolm	Homavazir	Faculty, ISME
11.	Ms.	Prachi	Pawar	AVP – Career Services, ISME

### Members of Academic Advisory Body

Sr.No	Title	First Name	Last Name	Designation
1.	Dr.	Vijay	Khole	Former Vice Chancellor, University of Mumbai
2.	Dr.	Pradyumna	Vyas	National Institute of Design (NID) - Faculty in the Industrial Design discipline.
3.	Dr.	Madhukar	Sabnavis	Head of Strategic Planning, Mumbai at Ogilvy & Mather
4.	Mr.	Ranjit	Shahani	Former Managing Director and Vice Chairman at Novartis India Ltd.
5.	Mr.	Rajiv	Indimath	Entrepreneur Co-Founder - High Performance Sports. M&A strategist
6.	Mr.	Shamit	Shrivastav	Former Product designer, User researcher and a Design strategist

- Frequently of the Board Meeting and Academic Advisory Body –  
The Board of Governors meetings will be held once every quarter four times in a year.
- Organizational chart and processes



- Nature and Extent of involvement of Faculty and students in academic affairs/improvements
  - a) Both faculty and students inputs are taken into curriculum development and enhancement.
  - b) Faculty members are also a part of Anti-Ragging committee and Internal Discipline Committee.
  - c) Students and faculty are actively involved in monitoring quality in teaching and learning processes.
  - d) Faculty members are nominated on Board of Governors, Academic Advisory, Curriculum development committees, Examination committee and Discipline committee.
  - e) Faculty and Students play active role in organising placement related activities including Industry round table conferences.
  - f) Faculty members are available for a one on one mentorship of students.
- Mechanism/ Norms and Procedure for democratic/ good Governance

ISME endeavours to conduct its affairs with integrity and openness and to the highest ethical standards, and has developed a number of governance policies designed to ensure that:

- its decision making processes are transparent;
- plans are implemented effectively and ethically
- regulations and compliance structures are adhered to stringently
- any potential conflicts of interest are identified; and
- possible malpractice can be reported and investigated openly and objectively.

Different committees as mentioned under are formed through which the required feedback can be collected and action be implemented to achieve the vision.

- Student Feedback on Institutional Governance/ Faculty performance  
The Institution follows the AICTE recommended student feedback form

#### STUDENT'S FEEDBACK FORM

(To be used by institutions)

Academic Year:		Name of the Faculty	
Course		Semester	
		Date of the feedback	

#### For getting filled in through student

S. No.	Description	Very Poor	Poor	Good	Very Good	Excellent
		(1)	(2)	(3)	(4)	(5)
1	Has the Teacher covered entire Syllabus as prescribed by University/ College/ Board?					
2	Has the Teacher covered relevant topics beyond syllabus					
3	Effectiveness of Teacher in terms of:					
	(a) Technical content/course content					
	(b) Communication skills					
	(c) Use of teaching aids					
4	Pace on which contents were covered					
5	Motivation and inspiration for students to learn					
6	Support for the development of Students' skill					
	(i) Practical demonstration					
	(ii) Hands on training					
7	Clarity of expectations of students					
8	Feedback provided on Students' progress					
9	Willingness to offer help and advice to students.					
	<b>Total</b>					

- (1) Anti-Ragging Committee has been formed to prohibit, prevent and eliminate the scourge of ragging including any conduct by any of the ragging activities. The committee will work in accordance with All India Council for Technical Education notified Regulation No. 37-3/Legal/AICTE/2009 dt 01.07.2009. Affected students can contact the committee members mentioned hereunder –

Sr.No	Name	Designation
1	Ms. Heena Thakkar	Chairperson
2	Mr. D. Sivanandhan	Member- Senior Police Officer
3	Mr. Malcolm Homavazir	Member-Legal

4	Ms. Shikha Chugh	Member – Faculty
5	Mr. Anshul Gupta	Member – Faculty
6	Ms. Shailee Sharma	Member – Non-Teaching
7	Mr. Harsh Shah	Member – Student
8	Ms. Shreya Borkal	Member – Student

- Establishment of Online Grievance Redressal Mechanism

In order to ensure transparency by the Institution, imparting education, in admissions, with Paramount Objective of preventing unfair practices, and to provide a mechanism to students for redressal of their grievances, the following Regulations, are made based on the notification issued by AICTE, New Delhi vide F.No.37-3 Legal/2012 dated 25<sup>th</sup> May, 2012. Any grieved member can lodge the complaint on the institute's website through grievance mechanism.

Grievance Redressal Committee members are as under:

Sr No.	Name	E-mail ID
1	Dr. Vijay Khole	<a href="mailto:vvkhole@gmail.com">vvkhole@gmail.com</a>
2	Ms. Shikha Chugh	<a href="mailto:shikha@isme.co.in">shikha@isme.co.in</a>
3	Mr. Aditya Kashyap	<a href="mailto:aditya@isme.co.in">aditya@isme.co.in</a>
4	Prof. Ameya Ambulkar	<a href="mailto:ameya@isme.co.in">ameya@isme.co.in</a>
5	Ms. Jyoti Nathani	<a href="mailto:jyoti@isme.co.in">jyoti@isme.co.in</a>

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

Prof. Anando Dutta has been appointed as Ombudsman.

## 6. Programmes

- Name of Programmes approved by AICTE –

Sr No.	Course
1	Post Graduate Diploma in Management
2	Post Graduate Diploma in Management Research and Business Analytics

Name of the Course	No of Seats	Duration
Post Graduate Diploma in Management	60	2 year
Post Graduate Diploma in Management Research and Business Analytics	60	2 year

- Fee – Rs, 10,45000/- for two years.
- Placement Facilities – Placement facility is available for all full time courses.

- Campus placement in last three years with minimum salary, maximum salary and average salary – This being the first year of operations the information related to placements with minimum and maximum salaries will be provided after the first cycle of placement is completed.

7. Faculty

- Branch wise list Faculty members:

Sr No.	Course	Faculty Members
1	Post Graduate Diploma in Management	3
2	Post Graduate Diploma in Management Research and Business Analytics	3

- Permanent Faculty : 06
- Adjunct Faculty : 02
- Permanent Faculty: Student Ratio : 1:20
- Number of Faculty employed and left during the last three years : NIL

8. Profile of Vice Chancellor/ Director/ Principal/ Faculty - **URL**

9. Fee

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

Academic Year	Course	Payment Schedule	Amount in Rs. (Per Year)
2019-20	Post Graduate Diploma in Management	July Aug	45,000/- 5,00,000/-
	Post Graduate Diploma in Management Research and Business Analytics	July Aug	45,000/- 5,00,000/-

- Time schedule for payment of fee for the entire programme

Academic Year	Course Fees (Rs.)	Month of Payment
2019-20	Admission Fee – 45,000/- Course Fee – 5,00,000/-	July 2019 Aug 2019
2020-21	Course Fee – 5,00,000/-	July – Aug 2020

- No. of Fee waivers granted for 2019-20 with amount and name of students

Program	First Name	Last Name	Scholarship
PGDM	Shwetali	Kadam	5,45000/-

- Number of scholarship offered in 2019-20 by the Institution, duration and amount

Course	Year	No.of Students	Amount
PGDM	1	21	Rs. 20,15000/-
PGDM RBA	1	9	Rs. 13,50000/-

- Criteria for fee waivers/scholarship –  
Need Based Scholarship & Merit Based Scholarship
- Estimated cost of Boarding and Lodging in Hostels – Not Applicable

#### 10. Admission

- Number of seats sanctioned with the year of approval

Sr No	Course	No. of Seats	Year of Approval
1	Post Graduate Diploma in Management	60	2019
2	Post Graduate Diploma in Management Research and Business Analytics	60	2019

- Number of Students admitted under various categories in the year 2019-20

Sr No	Course	Academic Year	Open	SC	ST	NT	DT-VJ	OBC	SBC	Total
1.	PDGM (General)	2019-20	39	0	0	0	0	0	0	39
2.	PGDM (RBA)	2019-20	10	0	0	0	0	1	0	11

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

Academic Year	No of Applications Received	No. of Students admitted
2019-20	NIL	NIL

#### 11. Admission Procedure

- Mention the admission test being followed, name and address of the Test Agency and its URL (website)

CAT/MH-CET (State conducted test)/XAT/MAT/ATMA/GMAT/ CMAT

CAT - Test Agency for CAT - Indian Institute of Management, Calcutta  
INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

Diamond Harbour Road  
Joka, Kolkata (Calcutta) - 700104  
West Bengal  
INDIA  
Ph. +91-33-2467-2467-8300 (Ext. 1100 / 2012)  
(URL: <https://www.iimcal.ac.in>)

The test is conducted jointly by six Indian Institutes of Management  
ATMA - Test Agency for ATMA- Association of Indian Management Schools,  
House No. 8-3-677/57 A, Plot No.  
57, Sri Krishnadevarayanagar, Street No.6, Yellareddiguda, Hyderabad 500 016.,  
India, Tel: 040-  
23750247, 23750248. (URL - [www.atma-aims.org](http://www.atma-aims.org))

XAT - Test Agency for XAT – XLRI, Circuit House Area (East), Jamshedpur-  
831035, Jharkhand (India)Ph. -  
+91 - 657 - 398 3333 email - xlwebmaster@xlri.ac.in (URL – [www.xlri.ac.in](http://www.xlri.ac.in))

MH-CET - Test Agency for CET – Directorate of Technical Education,  
Maharashtra State, 3, Mahapalika Marg, Post  
Box No. 1967, Mumbai-400001 Tel. 022-22620601 (URL – [www.dte.org.in/mba](http://www.dte.org.in/mba))

CMAT - Test Agency for CMAT – All India Council for Technical Education,  
Chanderlok Bldg., 7th floor,  
Janpath, New Delhi – 110001 Tel. No. 022-22828446 email – helpdesk@aicte-  
india.org (URL – [www.aicte-india.org](http://www.aicte-india.org))

MAT - Test Agency for MAT- All India Management Association (AIMA)  
14, Institutional Area, Lodhi Road, New Delhi 110003, India  
**Telephone:**  
011 - 24645100 / 011 - 24617354 / 011 – 43128100  
(URL – <https://mat.aima.in>)

GMAT - Test Agency for GMAT - Graduate Management Admission Council  
(GMAC)  
GMAC/GMGC India Office\*  
Gurugram, India  
Phone: +91 124 4945270  
(URL - <https://www.mba.com/exams/gmat>)



- Number of seats allotted to different Test Qualified candidate separately (AIEEE/ CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test)

The institute accepts the scores of the above mentioned tests and does not have any particular preference of one over the other as long as a student has scored the required cut-off marks.

- Calendar for admission against Management/vacant seats:

Activities	Date
Advertisement for vacant seats	July 2019
Last date of submission of applications	11 <sup>th</sup> July 2019
Declaration of Results	13 <sup>th</sup> July 2019
Last date of submission of applications	14 <sup>th</sup> July 2019
Declaration of Results	17 <sup>th</sup> July 2019

- The policy of refund of the fee, in case of withdrawal, shall be clearly notified – As per the Government policy - [https://www.ugc.ac.in/pdfnews/5437737\\_UCG-Notice-reg-Fees-refund-Eng.pdf](https://www.ugc.ac.in/pdfnews/5437737_UCG-Notice-reg-Fees-refund-Eng.pdf)

## 12. Criteria and Weightages for Admission

- Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.

Criteria	Weightage
Qualifying Entrance Test	35%
Academics (X, XII, Grad)	15%
GDPI	45%
Extra Curricular Activities	5%
Total	100%

## 13. Information of Infrastructure and Other Resources Available

Number of Class Rooms and size of each	:4 (71 Sq Mt Carper Area)
Number of Tutorial rooms and size of each	:2 (40 Sq.Mt Carpet Area)
Number of Laboratories and size of each	:1 ( 69 Sq Mt Carpet Area)
Number of Drawing Halls with capacity of each	: (Not Applicable)
Number of Computer Centres with capacity of each	:1 (160 Sq Mt)
Central Examination Facility, Number of rooms and capacity of each	:1 (30 Sq Mt)
Barrier Free Built Environment for disabled and elderly persons	: Available
Occupancy Certificate	: Available
Fire and Safety Certificate	: Available
Hostel Facilities	: Not Available
Library	: Available

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

Library Books/e-books/Print Periodicals					
Programme	No of Volumes	e-Books Volumes	Titles	e-Books Titles	Journals
Management	1600	800	450	175	42

List of online National/ International Journals subscribed : Available

E- Library facilities : Available

Laboratory and Workshop : Available

Computing Facilities

Internet Bandwidth : 200 MBPS

Number and configuration of System : 25

Total number of system connected by LAN : 20

Total number of system connected by WAN : 5

Innovation Cell : Available

Social Media Cell : Available

Compliance of the National Academic Depository (NAD),

applicable to PGCM/ PGDM Institutions and University

Departments : Awaited

- List of facilities available

The Institute has a variety of learning spaces across the campus to ensure a fully immersive and inclusive academic environment. In addition to multiple classrooms, seminar rooms and student spaces, the institution proposes to augment the learning methodology using technology and digital formats of delivery, thereby, increasing management efficiencies.

Tiered Classrooms : Large tiered classrooms with 60, 80, or 100 with the entrance in the front, an aisle up the middle for the instructor to move, a multiple-screen system for video projection and teleconferencing, and 360-degree swivel seats, designed for easy classroom discussions.

## Classrooms



Computer Lab



Library



Large Auditorium : For seminars and break-out sections, 25 and 40 seat flat-floored rooms with traditional detached desks for more intimate, variable seating arrangements.



Study Rooms : Each seats approximately six people around an oblong table and offers a full complement of technology, including capabilities for audio conferencing, connectivity between group work stations, smart whiteboards, and Internet access, Study Lounges & Spaces



## Faculty Rooms



Conference Room



Lounge



- **Extra-Curricular Activities**  
The students are encouraged to be a part of various course related clubs like Data club, Business club, Social Club & Rotract club etc. The course curriculum and pedagogy is designed to be learner centric rather than teacher centric. Students are encouraged and closely mentored to initiate student organisations and intellectual clubs. These student - run organisation are designed to enhance their academic and practical learning on campus. The activities and events organised by students provides quality exposure to the real business world and a professional work-culture. Students find themselves full engaged and helps them build on the 4 C's – (Collaboration, Creativity, Critical thinking, Communication) which are the essentials of the 21<sup>st</sup> century.
- **Soft Skill Development Facilities**  
The students are encouraged to participate in various skill development activities like solving case studies, research paper writing and B-plan competitions. The Institution focuses on the overall personality development of their students and provide them with the industry exposure by inviting top industry stalwarts. The students get an unique learning environment wherein they are allowed to view the prominent industry's board meetings to get to know the mnemonics of industry functions. The students skills sets are identified through one-to-one mentoring sessions and their special skills are polished through continuous grooming activities. The entrepreneurial skills of the students are desired through various pitch in competitions and their innovative ideas are incubated through suitable mentors.
- **Teaching Learning Process**  
The institute uses the latest technology in enhancing the learning experience of the students. The classrooms are equipped with all the latest software's which help the teacher to bring in the world wide web into the classroom as an aid to teaching. Flipped classrooms are a regular practice where students are given a topic from the curriculum to research on and bring to the classroom for discussions and feedback.
- **Academic Calendar (2019-20) - Post Graduate Diploma in Management – General & Post Graduate Diploma in Research Analytics and Research**

### Trimester 1

Program	Date
Commencement of Semester 1	17-Jul-19
Orientation Program	17-Jul-19
Commencement of Regular Classes	01-Aug-19
Ganesh Festival break	02 Sept 2019 – 04 Sep 2019
Diwali Break	25 Oct 2019 – 01 Nov 2019
Trimester End Examination Dates (Tentative)	14-Oct-19 to 24-Oct-19
First Term Result	Last week of November '19



### Trimester 2

Program	Date
Commencement of Trimester 2	04-November-19
Christmas Break	23 Dec 2019 – 1 January 2020
Trimester End Examination Dates (Tentative)	31-Jan-20 to 07-Feb-20
Recruitment Drive for Summer Internships	16-Dec-19 to 21-Dec-19
Mid Term Results	Last week of February '20

### Trimester 3

Program	Date
Commencement of Trimester 3	10-Feb-20
Trimester End Examination Dates (Tentative)	20-April-20 to 29-Apr-20
End Term Result	Last week of May
Summer Internships	May – July, 2020

- Internal Continuous Evaluation System and place : Yes
- Student's assessment of Faculty, System in place : Yes

- For each Post Graduate Courses give the following:
- Title of the Course – Post Graduate Diploma in Management - General
- Curricula

## PROGRAM OUTLINE

	TRIMESTER 1	TRIMESTER 2	TRIMESTER 3
<b>YEAR 1</b>	<ul style="list-style-type: none"> <li>• Business Statistics</li> <li>• Research Methodology in Business-I</li> <li>• Information Technology</li> <li>• Marketing Management</li> <li>• Programming Essentials-Python</li> <li>• Interpersonal Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Applied Statistics</li> <li>• Research Methodology in Business-II</li> <li>• Data Mining</li> <li>• Advanced Programming-Python</li> <li>• Strategic Marketing</li> <li>• Corporate Strategy</li> <li>• Ethics &amp; Corporate Governance</li> </ul>	<ul style="list-style-type: none"> <li>• Machine Learning</li> <li>• Deep Learning</li> <li>• Programming Essentials- R</li> <li>• Data Visualisation</li> <li>• Digital &amp; Social Media Marketing</li> <li>• Innovation &amp; Design Thinking</li> <li>• Legal Aspects of Business</li> </ul>
<b>YEAR 2</b>	<ul style="list-style-type: none"> <li>• Basics of Financial and Marketing Analytics</li> <li>• Big Data Analytics</li> <li>• Operations Analytics</li> <li>• Human Resource Management</li> <li>• Microeconomics</li> <li>• Financial Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Marketing Analytics</li> <li>• Advanced Financial Analytics</li> <li>• Decoding with Data</li> <li>• Wealth Management</li> <li>• Macroeconomics</li> <li>• Cost and Management Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Operational Excellence</li> <li>• Financial Management</li> <li>• Project Management</li> <li>• Experiential Marketing</li> <li>• The Impact Lab</li> <li>• Fintech &amp; Its Applications</li> <li>• Capstone Project/Dissertation</li> </ul>

- Title of the Course – Post Graduate Diploma in Business Analytics and Research
- Curricula

PROGRAM OUTLINE			
YEAR 1	<b>TRIMESTER 1</b> <ul style="list-style-type: none"> <li>• Business Statistics</li> <li>• Research Methodology in Business-I</li> <li>• Information Technology</li> <li>• Marketing Management</li> <li>• Programming Essentials-Python</li> <li>• Interpersonal Communication</li> </ul>	<b>TRIMESTER 2</b> <ul style="list-style-type: none"> <li>• Applied Statistics</li> <li>• Research Methodology in Business-II</li> <li>• Data Mining</li> <li>• Advanced Programming-Python</li> <li>• Strategic Marketing</li> <li>• Corporate Strategy</li> <li>• Ethics &amp; Corporate Governance</li> </ul>	<b>TRIMESTER 3</b> <ul style="list-style-type: none"> <li>• Machine Learning</li> <li>• Deep Learning</li> <li>• Programming Essentials- R</li> <li>• Data Visualisation</li> <li>• Digital &amp; Social Media Marketing</li> <li>• Innovation &amp; Design Thinking</li> <li>• Legal Aspects of Business</li> </ul>
	<b>TRIMESTER 4</b> <ul style="list-style-type: none"> <li>• Basics of Financial and Marketing Analytics</li> <li>• Big Data Analytics</li> <li>• Operations Analytics</li> <li>• Human Resource Management</li> <li>• Microeconomics</li> <li>• Financial Accounting</li> </ul>	<b>TRIMESTER 5</b> <ul style="list-style-type: none"> <li>• Advanced Marketing Analytics</li> <li>• Advanced Financial Analytics</li> <li>• Decoding with Data</li> <li>• Wealth Management</li> <li>• Macroeconomics</li> <li>• Cost and Management Accounting</li> </ul>	<b>TRIMESTER 6</b> <ul style="list-style-type: none"> <li>• Operational Excellence</li> <li>• Financial Management</li> <li>• Project Management</li> <li>• Experiential Marketing</li> <li>• The Impact Lab</li> <li>• Fintech &amp; Its Applications</li> <li>• Capstone Project/Dissertation</li> </ul>
YEAR 2			

14. Enrolment of students in 2019-20 (Year of Establishment)

Sr No	Course	Academic Year	Enrollment
1	Post Graduate Diploma in Management	2019	39
2	Post Graduate Diploma in Management Research and Business Analytics	2019	11

15. List of Research Projects/ Consultancy Works

- Number of Projects carried out, funding agency, Grant received - NIL
- Publications (if any) out of research in last three years out of masters projects - NIL
- Industry Linkage - Yes
- MoUs with Industries (minimum 3) - Yes

16. [LOA for Academic Year 2019-20](#)

[EOA for Academic Year 2020-21](#)

17. [Accounted audited statement for the 2018-19](#)

18. Best Practices adopted, if any

- Nurturing students as competent future managers with leadership abilities and an innovative mindset combined with technical skills to real-life business scenarios.
- A mandatory project taken by each student to create a social impact.
- One-to-one mentoring sessions and their special skills are polished through continuous grooming activities.

- The students get an unique learning environment wherein they are allowed to view the prominent industry's board meetings to get to know the mnemonics of industry functions.