MANDATORY DISCLOSURE BY INSTITUTIONS RUNNING AICTE APPROVED HMCT PROGRAMMES TO BE INCLUDED IN THEIR RESPECTIVE INFORMATION BROCHURE, DISPLAYED ON THEIR WEBSITE AND TO BE SUBMITTED TO AICTE EVERY YEAR LATEST BY 30TH APRIL TOGETHER WITH ITS URL

The following information is to be given in the Information Brochure besides being hosted on the Institution's official Website on **(www.mgv.edu/hmct)**

"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.

(a) Name and Address of the Society / Trust			
Name	**Mahatma Gandhi Vidyamandir**		
Address	**Mahatma Gandhi Vidyamandir, Loknete Vyankatrao Hiray Marg. Malegaon Camp, Malegaon ,Nashik**		
PIN	**423 105.**	**STD Code**	**(02554)**
Phone No	**02554- 561537,561538**	Fax No.	**254066**
E-Mail	mgvmgt@bom6.vsnl.net.in	E-Mail/Web site	**www.bhausahebhiray.com**

II.   NAME & ADDRESS OF THE DIRECTOR

➢ Address including telephone, Fax, e-mail.

Name	PROF. N. R. JADHAV					
DESIGNATION	Principal		**Qualification & Experience**	**Highest degree**	**Specialization**	**Total experience**
			DHMCT, PG Dip in Food Prod Mgt	**M.A. Eco**		**16 yrs**
STD CODE	**(0253)**	**Phone No (O)**	**2628281**	**Fax No**	**(0253) 2516722**	
STD CODE	**(0253)**	**Phone No (R)**	**2596840**	**Fax No**	**(0253) 2516722**	
E-MAIL	**nitin_jadhav80@yahoo.com**			**Mobile No**	**9011027612**	

III.   Name of the Affiliating University

Name and Address of the Affiliating University

Name	**University of Pune**		
Address	**University of Pune, Ganesh khind, Pune-7.**		
Pin Code	**411016**	Period of Affiliation	**2008-2009**
STD Code	**020**	Phone No.	**25601233, 25601209, 25601259, 25601257**
Fax No.	**25691233,**	E-Mail	**coe@unipune.ernet.in**

IV.   GOVERNANCE

❖ Members of the Board and their brief background

Governing body

1. Smt. Pushpatai Hiray	Chairman
2. Shri. Prashant V. Hiray (General Secretary)	Member
3. (Nominee of the Central Govt.)	Member
4. (Nominee of the State Govt.)	Member
5. (Representative of A.I.C.T.E.)	Member
6. Shri. R. S. Naidu (Representative of D.T.E.)	Member
7 (Representative of the University)	Member
8. Shri. Madhavrao Patil (Management Nominee)	Member
9. Mrs. S. Roday (Management Nominee)	Member
10. Mr. N. R. Jadhav (Principal)	Member
11. Prin. V. S More	Member Secretary

❖ Members of Academic Advisory Body

1.	Smt. Pushpatai Vyankatrao Hiray	Chairman
2.	Shri. Prashant Vyankatrao Hiray	General Secretary
3.	Shri Apoorv Prashant Hiray	Co-Ordinator
4.	Shri V.M Aurangabadkar (Co-ordinator)	Member
5.	Shri N. R. Jadhav (Principal)	Member
6.	Mrs S. A. Roday	Academic Expert
7	Shri. Arvind Chavan	Industrial Expert
8	Shri Prakash Somawansi	Industrial Expert

❖ Frequency of the Board Meetings and Academic Advisory Body --- **Twice yearly**
❖ Organizational chart and processes
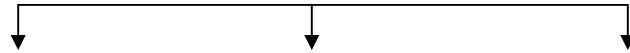
ORGANISATION CHART

GENERAL SECRETARY

↓

CO-ORDINATOR

↓

PRINCIPAL

ADMINISTRATIVE OFFICER

DEPT HEAD
(FOOD PRODUCTION)

DEPT HEAD
(F& B SERVICE)

DEPT HEAD
(ACCOMODATION)

LECTURERS

LECTURERS

LECTURERS

LAB. ASSTT

LAB. ASSTT

LAB. ASSTT

LAB. ASSTT

LAB. ASSTT

LAB. ASSTT

PEON

PEON

PEON

JR.CLERK/ACCOUNTANT/CASHIER

JR.CLERK STUDENT SECTION

TYPIST

TYPIST

❖ **GOVERANCE**
❖ **Nature and Extent of involvement of faculty and students in academic affairs/ improvements**

Through personal counseling cell every lecture is a Guardian Teacher of 20/25 Students. There is one to one interaction for all the aspects including academics   The report is submitted to the principal & the improvement method like remedial teaching, extra assignment & counseling are conducted.
Guest lectures by expert of industry. Group discussion, extra classes for developing communication skill are conducted regularly. The students are sent to participate in curriculum based competition.

* **Mechanism/Norms & Procedure for democratic/good Governance**
Class teacher & class representative(students) are selected at the beginning of the academic year. The problem of students are conveyed through procedure to principal & solved. A suggestion box is kept in the premises of institute and in the office of the management, where students can put the suggestions frequently.

* **Student feedback on institutional Governance/faculty performance :**
Student feedback form are filled in at the end of the academic year.
Analysis of the forms & discussion is done in the governing body meetings.
Student assembly is conducted with principal matters at least openly thrice in a year to discuss.

* **Grievance redressed mechanism for faculty staff & students.**
The documented grievance of faculty, staff & student are formally discussed with the management and other authorities in hierarchy as per organizational chart. The problems are solved with the best possible solution.

V.   PROGRAMMES
   ❖ Name of the Programmes approved by the AICTE –   **Bachelor of Hotel Management & Catering Technology**
   ❖ Name of the Programmes accredited by the AICTE-   **NIL**
   ❖ For each Programme the following details are to be given:
   • Name –   **Bachelor of Hotel Management & Catering Technology**
   • Number of seats -   **40**
   • Duration –   **4 yrs**
   • Cut off mark/rank for admission during the last three years – **50% Open and 45% Reserved 10+02 any stream (MH-HM- CET)**
   • Fee -   **Rs 44315+10685(Development fee)**
   • Placement Facilities –   **YES**
   • Campus placement in last three years with minimum salary, maximum salary and average salary –   **56 STUDENTS (7000-9000 AVERAGE)**

- ❖ 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: **N.A.**

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

  - Name of the University/Institution
  - Address
  - Website
  - 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.

- ❖ 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

- ❖ 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

VI. FACULTY

- ❖ Branch wise list faculty members:
- Permanent Faculty   -   **10**
- Visiting Faculty   -   **06**
- Adjunct Faculty   -   **--**
- Guest Faculty   - --
- Permanent Faculty: Student Ratio   **1 :15**
- ❖ Number of faculty employed and left during the last three years –   **02**

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

For each Faculty give a page covering

1. Name   :   **PROF N. R. JADHAV**
2. Date of Birth :   **23RD Nov. 1966**
3. Educational Qualification : **DHMCT, PG. Dip in Food Prod Mgt , MA Eco, B.Com, Certif. In French.**
4. Work Experience
   - Teaching   - **16**
   - Research   -
   - Industry   - **03**
   - Others   -
   -

   SIGNATURE

5. Area of Specializations :   **Food Production**
6. Subjects teaching at Under Graduate Level – **Food Production**
   Post Graduate Level :   **NIL**
7. Research guidance :   **NIL**

	No. of papers published in
Masters's	- National Journals
Ph.D.	- International Journals
	- Conferences

8. Projects Carried out :
9. Patents
10. Technology Transfer
11. Research Publications
12. No. of Books published with details

VIII. FEE

❖ Details of fee, as approved by State fee Committee, for the Institution.:
   Rs 44315+10685 = Rs 55000/-
❖ Time schedule for payment of fee for the entire programme.:-   **YEARLY**
❖ No. of Fee waivers granted with amount and name of students**.:   NIL**
❖ Number of scholarship offered by the institute, duration and amount
   GIO / State Govt. Scholarship offered to 22 Students :- one Year Rs 7,74,583/-
❖ Criteria for fee waivers/scholarship.   **As per Govt. Norms**

❖ Estimated cost of Boarding and Lodging in Hostels. :   **Rs 2250/-mth**

IX. **ADMISSION**

- ❖ Number of seats sanctioned with the year of approval. – **40 Seats 2001-02**
- ❖ Number of students admitted under various categories each year in the last three years. –

YEAR- 2008-09

STUDENTS AS PER GOVT RULES –40 SEATS	SC	ST	VJ	NT3	NT1	SBC	OBC	OPEN	TOTAL
	05	03	01	01	01	01	08	20	40
BOYS	01	--	--	01	01	--	06	20	29
GIRLS	--	--	--	--	--	--	--	02	02
TOTAL	01	--	--	01	01	--	06	22	31

YEAR –2007-08

STUDENTS AS PER GOVT RULES –40 SEATS	SC	ST	VJ	NT3	NT1	SBC	OBC	OPEN	TOTAL
	05	03	01	01	01	01	08	20	40
BOYS	01	--	--	--	--	02	01	15	19
GIRLS	--	--	--	--	--	--	--	03	03
TOTAL	01	--	--	--	--	02	01	18	22

YEAR-2006-07

STUDENTS AS PER GOVT RULES –40 SEATS	SC	ST	VJ	NT3	NT1	SBC	OBC	OPEN	TOTAL
	05	03	01	01	01	01	08	20	40
BOYS	03	--	--	03	--	01	07	25	39
GIRLS	--	--	--	--	--	--	--	01	01
TOTAL	03	--	--	03	--	01	07	26	40

- ❖ Number of applications received during last two years for admission under Management Quota and number admitted. -- 2007-2008 : **08,** 2008-2009 **: 07**

X. **ADMISSION PROCEDURE**
- ❖ Mention the admission test being followed, name and address of the Test Agency and its URL (website). **MH-HM- CET Directorate of Technical Education, Mumbai (website: http/ www.dte.org.in)**

❖ Number of seats allotted to different Test Qualified candidates separately [All India Test /CET (State conducted test/University tests)/Association conducted test]

Home University level (70%) – 18 seats ,
Other than Home Uni.(30%) – 08 seats
OMS   (15%) -06 seats
Management level   (20%)-08 seats

@ Calendar for admission against management/ vacant seats:
- Last date for request for applications.
- Last date for submission of application.
- Dates for announcing final results.
- Release of admission list (main list and waiting list should be announced on the same day)
- Date for acceptance by the candidate (time given should in no case be less than 15 days)
- Last date for closing of admission.
- Starting of the Academic session.
- The waiting list should be activated only on the expiry of date of main list.

XI. **The policy of refund of the fee, in case of withdrawal, should be clearly notified.** **CRITERIA AND WEIGHTAGE FOR ADMISSION**

❖ Describe each criteria with its respective weightage i.e. Admission Test, marks in qualifying examination etc. –   **AS PER CET SCORE**

❖ Mention the minimum level of acceptance, if any.

50% FOR OPEN, 45% FOR RESERVED CATEGORY

❖ Mention the cut-off levels of percentage & percentile scores of the candidates in the admission test for the last three years.

YEAR 2008-09 -- OPEN-43, SC-40, OBC-58, NT1-41,
YEAR 2007-08 – OPEN-69 , SC- 40 ,
YEAR 2006-07 - OPEN-73, SC-56, OBC-64, NT-3 - 66

❖ Display marks scored in Test etc. and in aggregate for all candidates who were admitted.

Item No I - XI must be given in information brochure and must be hosted as fixed content in the website of the Institution.

The Website must be dynamically updated with regard to XII–XV.

XII. **Application Form As per DTE Notification**
❖ Downloadable application form, with online submission possibilities. --

XIII. **LIST OF APPLICANTS**

❖ List of candidates whose applications have been received along with percentile/percentage score 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.

XIV.   RESULTS OF ADMISSION UNDER MANAGEMENT SEATS/VACANT SEATS

❖ Composition of selection team for admission under Management Quota with the brief profiles of members (This information be made available in the public domain after the admission process is over)
❖ Score of the individual candidates admitted arranged in order of merit.
❖ List of candidates who have been offered admission.
❖ Waiting list of the candidates in order of merit to be operative from the last date of joining of the first list candidates.
❖ List of the candidates who joined within the date, vacancy position in each category before operation of waiting list.

XV.   INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE

LIBRARY:

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

S.No	Course(s)	Number of titles of the books	Number of volumes	Journals	
				National	International
01	Management	117	194	1. Express Hospitality	1. Lodging Hospitality
02	Food & Beverage Service	86	148	2. Hotel & Food Service	2. Asian Hotel & Catering Times
03	Law	64	110	3. Travel & Tourism	3. Hotel & Motel Management
04	Food Production	205	266	4. Business Traveler	4. Gourmet
05	Book Keeping & Accounting	10	72	5. Clean India Journal	5. Food & Wine
06	Communication	32	15	6. Good House-Keeping	6. Restaurant Hospitality
07	General	118	156		
08	Front Office	55	109		
09	Catering Science	54	131		
10	Travel & Tourism	67	104		
11	Bakery	54	90		
12	Housekeeping	06	30		
13	Reference Books	92	119		
	Total	**960**	**1544**		

➢ List of online National/International Journals subscribed. -   **NIL**
➢ E-Library facilities -   **NIL**

LABORATORY:

For each Laboratory
➢ List of Major Equipment/Facilities   encl
➢ List of Experimental Setup -   **NIL**
➢ The Hotel they are attached to/or have access to -   **NIL**
➢ Special facility in the Hospitality field -   **NIL**
➢ Special facility in the Kitchen/presentation part. -   **NIL**

COMPUTING FACILITIES:

- Number and Configuration of Systems -   **40**
- Total number of systems connected by LAN -   40
- Total number of systems connected to WAN -   --
- Internet bandwidth -   **Broad band (BSNL)**

- Major software packages available -

Application Software	Tally , Admin Soft ward
System Software	Windows

- Special purpose facilities available

Games and Sports Facilities :   **INTER COLLEGE SPORTS UNIV LEVEL FOR SPORTS LIKE CRICKET, BOXING, SWIMMING ETC.**

Extra Curriculum Activities :   **INTER COLLEGE /STATE COMPETITION , THEME DINNERS, FOOD FESTIVALS ETC.**

Soft Skill Development Facilities :

Number of Classrooms and size of each :   **04 (72 SQ MTR)**

Number of Tutorial rooms and size of each :   **03 (72 SQ MTR)**

Number of laboratories and size of each :   **09 91170 SQ MTR)**

Number of drawing halls and size of each :   **NIL**

Number of Computer Centers with capacity of each: **01- 107 SQ MTR**

Central Examination Facility, Number of rooms and capacity of each. **04 CLASS ROOMS 72 SQ MTR EACH**

Teaching Learning process   **THEORY WITH THE HELP OF OHP,VCD AND DLP, PRACTICALS , INDUSTRIAL VISITS, SEMINARS & WORKSHOPS, GUEST LECTURE**

- Academic Calendar of the University

First Term   :-   From   **13/07/09 to 12/12/09**

Second Term :-   From   **30/12/09 to 29/05/10**

Curricula and syllabi for each of the programmes as approved by the University

(New Syllabus)

Semester I
101: Food Production. I
102 : Food & Beverages Services-I
103: Housekeeping Operations I
104: Front Office Operations I
105: Catering Science-I
106 : Communication Fundamentals

Semester II
201 : Food Production II
202:Food & Beverage Services –II
203 : Housekeeping Operations II
204: Front Office Operations II
205:Catering Science –II
206: Basic French For Hotel.

SEMESTER III
301: Food Production III
302: Food & Beverage service III
303: Accommodation Operations I
304 Computer Fundamentals
305:Food & Beverage Controls
306: Basic Accounting

SEMESTER IV
401:Food Production IV
402:Food & Beverage Service IV
403: Accommodations Operations II
404: Hotel Engineering
405: Principles of Management
406: Hotel Accountancy

SEMESTER –V
501: Industrial training

SEMESTER VI
601: Advanced Food Production
602: Advanced Food & Beverage Service
603: Personality Development & Business Communication
604: Hospitality Marketing – I
605: Human Resource Management
606: Travel & Tourism

SEMESTER-VII
701: ELECTIVE I (A,B,C).
702: Organization Behavior
703: Hotel Related Laws
704: Hospitality Marketing-II
705: Environmental Mgt.

SEMESTER VIII
801: Elective-II (A,B,C)
802: Project Report
803: Total Quality Management.
804: Managerial Economics
805: Entrepreneurship Development

Teaching Load of each Faculty

NAME OF THE STAFF	SUBJECT	I YEAR		II YEAR		III YEAR		IV YEAR		TOTAL
		TH	PR	TH	PR	TH	PR	TH	PR	
Mr. N. R Jadhav	Food Production	--	--	--	--	--	--	03	08	11
Mrs. Anjali Pawagi	Accommodation	04	06	03	02	--	--	04	08	27
Mr. Chetan Bagul	Food Production	---	--	--	--	03	16	--	--	19
Mr. Lalit Rajankar	F&B Service	--	--	03	03	--	--	04	08	18
Mr. P. D. Bacchav	Food Production	03	08	03	08	--	--	--	--	22
Mrs. Gandhali Chahure	Principle of Mgmt	--	--	04	--	--	--	--	--	16
	Human Resource Mgt					04				
	F&B Inventory Control	--	--	03	--	--	--	--	--	
	Organisational Behaviour							05		
Mr.Vaikunth Chopade	F&B Service	03	03	--	--	03	06	--	--	15
Mr. Chandrashekhar Pawar	Environmental Issues	--	--		--	--	--	04	--	08
	Hotel Engineering	--	--	04	--	--	--		--	
Mrs. Mona Lisa Jain	Communication Skills	05								13
	Personality Development & Business Comm.					04				
	Travel & Tourism					04				
Mrs Kunda Mahajan	Catering Science	04								04
Mr Y.L.Narkhede	Computer			05						05
Mr K Paranjpye	Basic Accounts			05						05
Mrs. Archana Gharote	Hotel Law							04	--	04
Mr. Narendra Telrandhe	Hospitality Marketing	--	--	--	--	05	--	05	--	10

- Internal Continuous Evaluation System and place : **ASSIGNMENTS,**
- **INTERNAL   SESSIONAL EXAM**
- Students' assessment of Faculty, System in place.   **Students feedback form**

For each Post Graduate programme give the following:

i.	Title of the programme	:	**NA**
ii.	Curricula and Syllabi	:	**NA**
iii.	Faculty Profile	:	**NA**

SI	NAME	DESIGNATION	SUBJECT TEACHING
1.	**NA**		
2.	**NA**		
3.	**NA**		

➢ Brief profile of each faculty.

- Laboratory facilities exclusive to the PG programme :   **NA**

Special Purpose

- Software, all design tools in case :   **NA**
- Academic Calendar and frame work :   **NA**
- Research focus :   **NA**
  List of typical research projects.   **NA**
1. Industry Linkage :   **NA**
   o Publications (if any) out of research in last three years out of masters projects: **NA**
2. Placement status: **NA**
3. Admission procedure :   **NA**
4. Fee Structure :   **NA**
5. Hostel Facilities   **NA**
6. Contact address of co-ordinator of the PG programme: **NA**

   Name:
   Address:
   Telephone:
   E-mail:

Note: Suppression and/or misrepresentation of information would attract appropriate penal action.

(Prof . N. R. Jadhav)
PRINCIPAL