

ADMINISTRATIVE MANAGEMENT COLLEGE
18TH K.M. BANNERGHATTA ROAD, BANGALORE – 560 083

**MANDATORY DISCLOSURE OF THE INFORMATION FOR
BHM CT PROGRAM**

**INFORMATION UPDATED AND MADE AVAILABLE ON OUR
WEBSITE www.amcinstitution.com from 31st May, 2008.**

ADMINISTRATIVE MANAGEMENT COLLEGE

18TH KM, BANNERGHATTA ROAD, KALKERE, BANGALORE – 560 083

Mandatory Disclosure by Institutions running PGDBM / PGDM / MBA programmes to be included in their respective information Brochure, Displayed on their website and to be submitted to AICTE every year well before the admission process.

I Name of the Institution Administrative Management College
18th KM, Bannerghatta Road, Kalkere,
Bangalore – 560 083.
Tel.No. 080 – 7828657
Fax No. 080 – 7828657
e-mail: amcdegree@yahoo.co.in

II Name & Address Prof. Arun Kumar Nambiar
1957, ANUGRAHA
9th Block, D Cross
South End, Jayanagar
Bangalore – 560069

of the Director/Principal

III Governance

- ❖ Members of the Board and their brief background – **Annexure I MD-1**
- ❖ Members of Academic Advisory Body – **Annexure II MD-2**
- ❖ Frequency of the Board Meetings and Academic Advisory Body
Once in Six months

- ❖ Organizational chart and processes – **Annexure III MD-3**

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

Faculty Development Programs

There are committees constituted with faculty members and students as members. The committees are

1. Disciplinary Committee – General Discipline of the students
2. Departmental Committee – Comprising of faculty members to prepare academic plans, review of teaching methods etc
3. Student Progress Evaluation Committee – Academic and extra curricular activities
4. Committee for Placement and Training – Job opportunities and training to procure placements
5. Library Committee – For stock verification, Purchase of books etc

Training faculty member in their academic front by permitting them to attend conferences, seminars, and AICTE / UGC sponsored programs and arranging training programs within the department. Awareness programs related

to ISO 9001:2000 and NAAC accreditation are also being conducted for faculty. The training also involves arrangement of lectures in the areas of moral values, ethical values, teaching skills, interpersonal relationship etc.

Student Development Programs

Apart from their regular academic program, the students will also be trained for obtaining latest development in their respective fields by arranging lectures by Heads of the department and other faculty. Guest lectures are being arranged by the college, eminent people from scientific organizations, management institutions and industries are invited. Seminars by students in the relevant fields are also conducted. Trade Competitions, Industrial Visits, Cultural Competitions, Inter-Collegiate Competitions etc.

IV Programmes

- ❖ Name of the Programmes (Full Time) approved by the AICTE

**Post Graduate Programs: Master of Business Administration (MBA);
Master of Computer Applications (MCA).**

**Under Graduate Program: Bachelor of Hotel Management and Catering
Technology (BHMCT)**

- ❖ Name of the Programmes (Part Time) approved by the AICTE – Not Applicable

For each programme the following details are to be given

- ❖ Name: **Bachelor of Hotel Management and Catering Technology**
- ❖ Number of seats: **120**
- ❖ Duration: **Eight Semesters – (4 Years)**
- ❖ Cut off mark for admission during the last 2 years with **36%**.
- ❖ Fee: **Rs. 25,000/- + 5,000/- + University Fees for Non Karnataka Rs. 1,440/-, 440/- for Karnataka Students + Examination Fees 665/-**
- ❖ Placement facilities: **Available**
- ❖ Campus placement in last two years with minimum salary, maximum salary and average salary
Minimum salary – Rs 1.25 lakh per annum
Maximum salary – Rs 1.65 lakhs per annum
Average salary – Rs 1.45 lakhs per annum
- ❖ 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 AICTE approval - **MKU**

Details of the Foreign institution/University: Not applicable

- ❖ Name of the University/Institution: NA
- ❖ Address: NA
- ❖ Website: NA
- ❖ Is the institution/University Accredited in its Home Country: NA
- ❖ Ranking of the Institution/University in the Home Country: NA
- ❖ Whether the degree offered is equivalent to an Indian degree? NA

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 jobs both within and outside the country. **NA**

- ❖ Nature of Collaboration
- ❖ Conditions of Collaboration
- ❖ Complete details of payment a student has to make to get the full benefits of collaboration.
- ❖ For each Collaborative/affiliated Programme give the following:
 - ❖ Programme Focus
 - ❖ Number of seats
 - ❖ Admission procedure
 - ❖ Fee
 - ❖ Placement Facility
 - ❖ Placement Records for last two 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.

V FACULTY

- ❖ Number of faculty members:
BHM – Annexure MD-IV
- ❖ Permanent faculty
- ❖ Visiting faculty
- ❖ Adjunct faculty
- ❖ Guest faculty
- ❖ Profile of each faculty with qualifications, total experience, age and duration of employment at the institute concerned.
- ❖ Number of faculty employed and left during the last two years
Employed- 01 Left - Nil
- ❖ Profile of Director/Principal with qualification, total experience, age and duration of employment at the institute concerned. – **Annexure - MD V**
- ❖ Whether student assessment of faculty is in force : **Yes**

VI FEE

- ❖ Details of fee, as approved by State Fee Committee, for the institution.-
Time schedule for payment of fee for the entire programme.

As per Bangalore University Norms and calendar for all the courses

- ❖ Number of scholarships offered by the institute with the name of students, duration and amount.
- ❖ Criteria for fee waivers/scholarships.
- 90% to 100% Marks – Full Tuition Fees Exemption**
- 75% to 89% Marks – 50% Tuition Fees Concession**
- 60% to 74% Marks – 25% Tuition Fees Concession**
- ❖ **SC /ST/BC reservation as per Govt. quota.**
- ❖ Estimated cost of Boarding and Lodging in Hostels—
Rs 4000/-per month

VII ADMISSION

- ❖ Number of seats sanctioned with the year of approval
BHM---120 seats— 2004-2005; 2005-2006; 2006 – 2007, 2007 - 2008

- ❖ Number of students admitted under various categories each year in the last two years. **(2006 -07 and 2007 – 08)**

Course	SC	ST	I A	II A	II B	III A	III B	GM	Total
BHM 2006-07	02	-	-	18	26	05	-	18	69
BHM 2007-08	01	-	-	-	03	02	-	42	48

- ❖ Number of applications received during last two years
BHM
2006 - 07 – 65
2007 – 08 - 56

VIII ADMISSION PROCEDURE

- ❖ Mention the admission test being followed, name and address of the Test Agency and its URL (website)
- ❖ Number of seats allotted to different Test Qualified candidates CAT, MAT, XAT, JMET, ATMA, CET, JEE (State conducted tests/University tests): – **Not applicable , BHM Admissions are in progress. Criteria-Minimum 35% at 10+2 Level.**
- ❖ Calendar –**As per Bangalore University Norms**
- ❖ Last date for request for applications – **As per Bangalore University Norms and Government policy. (31st August 2007)**
- ❖ Last date for submission of application – **To be announced by Bangalore University. (31st August 2007)**
- ❖ Dates for Group Discussion (GD)/ Interviews - **NA**
- ❖ Dates for announcing final results – **As per Bangalore University Norms and Government policy**
- ❖ Release of admission list (main list and waiting list should be announced on the same day) – **As per Bangalore University Norms and Government policy**

- ❖ Date for acceptance by the candidate (time given should in no case be less than 15 days) – **to be announced by the Bangalore University**
- ❖ Last date for closing of admission – **to be announced by the Bangalore University**
- ❖ Starting of the Academic session – **As per Bangalore University Calendar**
- ❖ The waiting list should be activated only on the expiry of date of main list - **Yes**
- ❖ The policy of refund of the fee, in case of withdrawal, should be clearly notified. - **Yes**

The candidate is required to accept the admission offer and pay the prescribed fees. In the event of withdrawing from the course the candidate shall inform in writing to the college authorities within the last date for closure of admission i.e. 03rd Sept 2007, in which case he will be entitled to the refund of tuition fees after deducting Rs 1000/- towards withdrawal charges.

BHM

Pass in PUC/10+2/Intermediate/equivalent

IX CRITERIA AND WEIGHTAGES FOR ADMISSION

- ❖ Describe each criteria with its respective weightages i.e. Admission Test, GD, Interview etc.
As per State Govt and Bangalore University norms
- ❖ Mention the minimum level of acceptance, if any, for any criteria.
As prescribed by Bangalore University
- ❖ Mention the cut-off levels of percentage and percentile scores (section-wise and/or total as case may be) of the candidates called for GD/Interview.

Group Discussion and Interview – **Not applicable**

- ❖ Display marks scored in Test, GD, Interview etc. and in aggregate for all candidates who come for GD/Interview etc. – **Not applicable**

Item No I-IX 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 X-XIII.

X APPLICATION FORM

- ❖ Downloadable application form, with online submission possibilities.
– **available**

XI LIST OF APPLICANTS

- ❖ List of candidates whose applications have been received alongwith percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidates who have applied alongwith percentage and percentile

score for Management quota seats. – **Not applicable, BHM Admissions are in progress**

XII CRITERIA FOR GD/ PERSONAL INTERVIEW

- ❖ Norms adopted for calling the candidates for Group Discussion/Personal Interview. (It has to be strictly in order of merit.) – **Not applicable**
- ❖ Attributes for evaluation in GD /Interview.
Not applicable

XIII RESULTS

- ❖ Composition of evaluation team with the brief profiles of members (This information be made available in the public domain after the admission process is over) – Not Applicable.
- ❖ Score of the individual candidates called for Group Discussion and Interview in each of the components including the test and in total, arranged in order of merit. - **Not applicable**
- ❖ List of candidates who have been offered admission in each category. – **Admission are in process**
- ❖ Waiting list of the candidates in order of merit to be cooperative from the last date of joining of the first list candidates, category wise. – **Admission are in process**
- ❖ List of the candidates who joined within the date vacancy position in each category before operation of waiting list. – **Admission are in process**

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

Data Updated as per the requirement of AICTE. The information is available on Website www.amcinstitution.com as on 31st May, 2008.

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Annexure -MD I

The Governing Council

- | | |
|--|--|
| 1. Dr. K.R. Paramahamsa | Chairman |
| 2. Mrs. Geetha Paramahamsa | Vice-Chairperson |
| 3. Dr. S. K. Prasad | Member |
| 4. Mr. Sandeep | Member, Advocate |
| 5. Nomination Awaited | A Representative of AICTE |
| 6. Mr. Anand Babu | Industrialist, MD-SriDevi Group |
| 7. Nomination Awaited | Member (VTU Nominee) |
| 8. Prof. Madaiah | Member (BU Nominee) |
| 9. Nomination Awaited | Member (DTE Nominee) |
| 10. Nomination Awaited | Member (State Govt. Nominee) |
| 11. Dr. A. Ramachandra
College) | Member (Principal AMC Engg |
| 12. Dr. D.V.S.S.R. Prakash
Administrative Management College) | Member (Principal, |

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Annexure- MD 2

Academic Advisory Body

- | | |
|---------------------------------|-----------------------------|
| 1. Dr. K.R. Paramahamsa | Chairman |
| 2. Dr. Ravikumar | IIM Bangalore |
| 3. Mr. Senthil Kumar | Member (CII) |
| 4. Ms. B.H. Indhu | Member (Alumni) |
| 5. Dr. N. Sambhasiva Rao | Member (Academician) |

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ORGANIZATIONAL CHART AND PROCESS

