

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.

The following information is to be given in the Information Brochure besides being hosted on the Institution's official Website.

I. Name of the Institution

→ *Mumbai Educational Trust's Institute of Management [METIM]*

❖ Address including telephone, Fax, e-mail.

→ *3rd floor, MET Complex, Gen. Arun Kumar Vaidya Chowk,
Bandra Reclamation, Bandra (W), Mumbai 400 050
Tel: 39554231/32/33 Fax: 26440082
Email: director_iom@met.edu*

II. Name & Address of the Director

→ *Prof. Vijay Page
MET's Institute of Management
3rd floor, MET Complex, Gen. Arun Kumar Vaidya Chowk,
Bandra Reclamation, Bandra (W), Mumbai 400 050*

III. Governance

❖ Members of the Board and their brief background.

→ *The Board of Trustees comprises of the following members*

- 1. Shri Chhagan C. Bhujbal – Founder Trustee*
- 2. Smt. Meena C. Bhujbal – Chairperson*
- 3. Shri Sunil G. Karve – Founder Trustee and Vice Chairman*
- 4. Shri Pankaj C. Bhujbal – Trustee*
- 5. Shri Samir M. Bhujbal – Trustee*

1. Shri Chhagan Bhujbal is a Deputy Chief Minister in the Govt. of Maharashtra having been engaged in social and political sphere in the city of Mumbai for the last 4 decades. He also holds technical qualifications being trained in mechanical/ electrical engineering. He has held number of high ranking civic and political posts such as the Mayor of the Mumbai Municipal Corporation as well as Deputy Chief Minister and Home Minister of the Govt. of Maharashtra.

2. Smt. Meena C. Bhujbal is an active social worker having been associated with number of social, cultural, educational institutions in Mumbai and the state of Maharashtra. She is also the Chairperson of the Local Managing Committee of METIM.

3. Shri Sunil G. Karve is a practicing Chartered Accountant holding a degree in Law and Company Secretary. He is also a Senate Member of the University of Mumbai and is also the Member, Board of Management at Yashwantrao Chavan Maharashtra Open University,

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Nashik. He is also connected in an honorary capacity with number of social, cultural and educational institutions in Mumbai.

4. Shri Pankaj C. Bhujbal is a member of Legislative assembly (MLA) for Nashik District. He is an active social and political personality involved in technical and academic programmes of excellence in education. He is connected with number of educational, social and cultural organizations striving for excellence in all walks of life.

5. Shri Samir M. Bhujbal is a member of Parliament (M.P.) for Nashik constituency. He is an active social and political personality with keen expertise and interest in the fields of civil engineering and area development programmes. He is connected with number of educational, social and cultural organizations striving for excellence in all walks of life.

❖ Members of Academic Advisory Body

→	NAME	DESIGNATION
1.	MRS. MEENA BHUJBAL	CHAIRPERSON
2.	MR. SUNIL KARVE	FOUNDER TRUSTEE AND VICE CHAIRMAN
3.	MR. LALIT PAHWA	MEMBER
4.	MR. SAMIR BHUJBAL	MEMBER
5.	MR. PANKAJ BHUJBAL	MEMBER
6.	MR. VIJAY PAGE	DIRECTOR GENERAL (MEMBER SECRETARY)
7.	MR. D.M. MARATHE	DEPUTY DIRECTOR, METIM
8.	MRS. A. CHAVAN	REGISTRAR, METIM

❖ Frequency of the Board Meetings and Academic Advisory Body

→ Board and Advisory meetings are held as and when necessary, depending upon the exigencies of the academic and administrative workload, with an average frequency of one meeting per quarter.

❖ Organisational chart and processes – **Refer Annexure I**

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

→ The student/ faculty involvement in the academic affairs/ improvements is achieved through formation of two student/ faculty committees

a) Class Representative/Subject Representative Committee-This committee consists of one Class Representative each from each section of the programme. They are joined by Subject Representatives who coordinate the academic activities between the faculty and the students. This committee meets every month to take up academic matters including course completion and student teacher bonding. It also ensures industry academic exchange through the networking with visiting and guest faculty who are largely drawn from industry. The core faculty of METIM are also the members of this committee which is presided over by the Director.

b) Placement Coordination Committee - This committee consists of two students representatives from each section from the junior as well as

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senior students. The committee is coordinated by the Placement Coordinator and the core faculty members also join the deliberations. Besides the above committees there is Core Faculty Committee headed by the Director which meets every week to coordinate the academic programme of the institute. Thus full participation of students and faculty is achieved.

IV. Programmes

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

→ **Master's in Management Studies (MMS)**

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

→ **N.A.**

- ❖ Name and duration of programme(s), if any, not approved by AICTE and being run in the same campus.

→ **Part time programmes affiliated to University of Mumbai and approved by Directorate of Technical Education (DTE), Govt. of Maharashtra for professionals**

a) **Masters in Marketing Management [MMM]**

b) **Masters in Finance Management [MFM]**

c) **Masters in Human Resource Development Management [MHRDM]**

d) **Masters in Information Management [MIM]**

- ❖ For each Programme the following details are to be given:

→

Name	MMS	MMM/ MFM/ MHRDM/ MIM
Number of seats	120+1	60 each
Duration	2 yrs.	3 yrs.
Cut off mark for admission during the last 2 years.		
2008-09	156	Not Applicable
2009-10 [As per DTE meritlist]	156	
Fee [Fee fixed by Shikshan Shulka]		
2008-2009	Rs. 1,15,000/-	Rs.35,350/-
2009-10	Rs.1,30,000/-	Rs.42,000/-
Placement Facilities	Full Time Placement Coordinator with supporting staff works with student	Not Applicable since they are already working in industry

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	<i>Placement Committee</i>	
<i>Campus placement in last two years with minimum salary, maximum salary and average salary.</i>		
<i>2008-2009</i>	<i>Max. 9.0 Lacs Avg. 4.0 Lacs Min.3.0 Lacs</i>	<i>Not Applicable</i>
<i>2009-2010</i>	<i>Max. 5.5 Lacs Avg. 4.3 Lacs Min. 3.00 Lacs</i>	<i>Not Applicable</i>

- ❖ 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.

→ ***Not Applicable***

Details of the Foreign Institution/University: ***Not Applicable***

- 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 jobs 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 benefits of collaboration.

- ❖ For each Collaborative / affiliated Programme give the following:

→ ***Not Applicable***

- 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.

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→ **Not Applicable**

V. FACULTY:

❖ Number of faculty members:

- • *Permanent faculty - 18*
- *Visiting faculty - 52*
- *Adjunct faculty - 0*
- *Guest faculty - 10*

❖ Profile of each faculty with qualifications, total experience, age and duration of employment available at the institute concerned. **Annexure III(i)**

→ **Refer Annexure II**

❖ *Number of faculty employed and left during the last two years – Employed-01 Left- 0*

❖ Profile of Director/Principal with qualifications, total experience, age and duration of employment at the institute concerned.

→ **Refer Annexure III**

❖ Whether student assessment of faculty is in force]

→ *Yes - The students are involved in faculty assessment, which is sought by seeking student feed back on a regular basis. The feedback is obtained on the basis of feedback forms which are submitted by students anonymously during each semester. In addition direct feedback regarding the total academic inputs provided to them is sought through monthly meetings of Class Representatives and Subject Representatives with Director and faculty.*

VI. FEE

❖ Details of fee, as approved by Shikshan Shulka Samiti, for the Institution.

<i>Particulars</i>	<i>MMS</i>	<i>MMM/ MFM/ MHRDM/ MIM</i>
<i>Fee</i> <i>[Fee fixed by Shikshan Shulka</i>		
<i>a) 2008-2009</i>	<i>Rs. 1,15,000/-</i>	<i>Rs.35,350/-</i>
<i>b) 2009-10</i>	<i>Rs.1,30,000/-</i>	<i>Rs.42,000/-</i>

❖ Time schedule for payment of fee for the entire programme.
First Year Fees at the time of seeking admission for the course and Second year fees on commencement of 3rd Semester.

❖ Fee waivers granted with amount and name of students.


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- ❖ Number of scholarships offered by the institute with the name of students, duration and amount.-2009-10

Sr. No.	Name of Student	Class	Remarks
1.	Ms. Kanika Verma	MMS- I	Freeship @ 2/3rd amount of fees
2.	Ms. Archana Biranje	MMS- I	Freeship @ 2/3rd amount of fees
3.	Ms. Pooja Surve	MMS -I	Freeship @ 2/3rd amount of fees

→ Under MET Merit Freeship Award every year two scholarships are granted to two students who are economically weak and have good academic record

- ❖ Criteria for fee waivers/scholarships.

-
- Domicile of Maharashtra State
 - Must fulfill the eligibility criteria for admission as laid down under the respective course
 - Must fulfill the State Govt. criteria of Economically Weaker section
 - Must possess academic and qualifying merit

- ❖ Estimated cost of Boarding and Lodging in Hostels

→ **Not Applicable since METIM does not have Hostel facility**

VII. ADMISSION

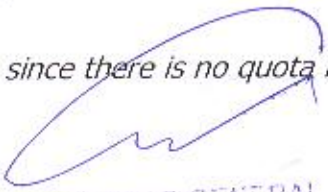
- ❖ Number of seats sanctioned with the year of approval.

Course	Year	Seats
MMS	1994	60
	1995	90
	2002	120
Current Sanction	Total	120 + 1 [J&K quota]
MMM/MFM/MHRDM	2002	40 each
	2003	60 each
MIM	2004	60
Current Sanction	Total	240

- ❖ Number of students admitted under various categories each year in the last two years. (2008-09, 2009-10)

MMS – **Annexure IV**

Part time – Not Applicable since there is no quota for reserved categories


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- ❖ Number of applications received during last two years.
- For MMS admissions are done under centralised entrance test conducted of Directorate of Technical Education (DTE) who receive the applications, conduct the test and send the list of students for admissions.
For the part time courses METIM advertises in the local press and invites applications for admissions to the course. Then an entrance test is conducted for the applicants followed by GD/ PI and students are admitted as per their preferences on merit to the respective courses. In the first year of the program in 2002-2003, there were totally **78** applicants and all were admitted since the course started late.

	2008-09		2009-10	
	Applications received	Admitted	Applications received	Admitted
MMM	246	60	172	60
MFM	277	60	163	60
MHRDM	110	59	101	60
MIM	59	48	75	58

VIII. ADMISSION PROCEDURE

- MMS - As stated above the entire admission process is monitored by DTE which conducts the CET/ GD/ PI and send us the list of selected candidates. The calendar for the current year is annexed in **Annexure V**
For the part time programmes MMM/ MFM/ MHRDM/ MIM as stated above the applications are invited through public advertisement and written test and GD/ PI are conducted inhouse. The current year schedule is given in **Annexure VI**
- ❖ 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).
- ❖ Calendar:
 - Last date for request for applications.
 - Last date for submission of application
 - Dates for Group Discussion (GD) / Interviews
 - 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 then 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
 - The policy of refund of the fee, in case of withdrawal, should be clearly notified.

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IX. CRITERIA AND WEIGHTAGES FOR ADMISSION

- For MMS - As stated above the entire admission process is monitored by DTE which conducts the CET/ GD/ PI and send us the list of selected candidates. For the part time courses i.e. MMM/ MFM/ MHRDM/ MIM, the details are given in **Annexure VI**
- ❖ Describe each criteria with its respective weightages i.e. Admission Test, GD, Interview etc.
 - ❖ Mention the minimum level of acceptance, if any, for any criteria.
 - ❖ Mention the cut-off levels of percentage & percentile scores (section-wise and/or total as case may be) of the candidates in the admission test who are called for GD/ Interview
 - ❖ Mention last two years cut-off percentage & percentile (section-wise and/or total as the case may be) of the candidates called for GD / Interview.
 - ❖ Display marks scored in Test, GD, Interview etc. and in aggregate for all candidates who come for GD/Interview etc.

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
- For MMS - As stated above the entire admission process is monitored by DTE which conducts the CET/ GD/ PI and send us the list of selected candidates. Kindly refer the website: **www.dte.org.in**
- For the part time courses i.e. MMM/ MFM/ MHRDM/ MIM, the forms are sent as per the request of the candidates in response to the advertisement issued by METIM.*

XI. LIST OF APPLICANTS

- ❖ List of candidates whose applicable 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.
- For MMS - As stated above the entire admission process is monitored by DTE which conducts the CET/ GD/ PI and send us the list of selected candidates. Kindly refer **Annexure IV** for all admissions including the Management Quota seats as well as the reserved category seats


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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.)
- ❖ Attributes for evaluation in GD/Interview.
- For MMS - As stated above the entire admission process is monitored by DTE which conducts the CET/ GD/ PI and send us the list of selected candidates. Kindly refer **Annexure IV** for details of Management Quota seats

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)
- ❖ 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.
- ❖ List of candidates who have been offered admission in each category.
- ❖ Waiting list of the candidates in order of merit to be operative from the last date of joining of the first list candidates, category-wise.
- ❖ List of the candidates who joined within the date vacancy position in each category before operation of waiting list.
- The list of candidates given admission in the order of merit is enclosed as **Annexure IV** for the year 2008-2009, 2009-2010. The entire admission process is monitored by DTE, which conducts the CET/ GD/ PI and send us the list of selected candidates. The process for the current year (2010-2011) is still on.

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

February 2010

DEPARTMENT GENERAL
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