

MANDATORY DISCLOSURE

DIPLOMA IN HMCT PROGRAMME

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

"The information has been provided by the concerned institution and the onus of authenticity lies with the institution and not on AICTE/ Govt/DTE."

I. NAME OF THE INSTITUTION

- Address including telephone, Fax, e-mail.

(a) Name and Address of the Institution			
Name	Mahatma Gandhi Vidyamandir Institute of Hotel Management and Catering Technology		
Address	Mumbai – Agra Road, Panchavati, Nashik-422003		
PIN	422 003	STD Code	(0253)
Phone No	0253- 2628282/83	Fax No.	2628282
E-Mail	mgvihmct@rediffmail.com	E-Mail/Web site	www.mgv.edu/hmct

II. NAME & ADDRESS OF THE PRINCIPAL

- Address including telephone, Fax, e-mail.

Name	PROF. J.Y.HIRE					
DESIGNATION	Principal	Qualification & Experience		Highest degree	Specialization	Total experience
		DHMCT, B.Sc HTM,B.A		MTM	TOURISM	15yrs
STD CODE	(0253)	Phone No (O)	2628282/83	Fax No	(0253) 2628282	
STD CODE	(0253)	Phone No (R)	2341570	Fax No	--	
E-MAIL	jaideephire@rediffmail.com			Mobile No	09890222021	

III. 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. Dr. Sanjay Sharma (Representative of A.I.C.T.E.)	Member
4. Shri. Naidu R.S (Representative of D.T.E.)	Member
5. Shri. Madhavrao Patil (Management Nominee)	Member
6. Mrs. S. Roday (Management Nominee)	Member
7. Mr. J.Y.Hire (Principal)	Member
8. Dr. 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 Apoorva Prashant Hiray	Co-Ordinator
4. Shri V.M Aurangabadkar (Co-ordinator)	Member
5. Shri J.Y.Hire (Principal)	Member
6. Mrs S.A.Roday	Academic Expert
7. Shri. Rajesh Nikhale	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



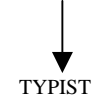
PRINCIPAL



ADMINISTRATIVE OFFICER

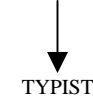


JR. CLERK/ACCOUNTANT/CASHIER



TYPIST

JR. CLERK STUDENT SECTION



TYPIST

DEPT HEAD
(FOOD PRODUCTION)



LECTURERS



LAB. ASSTT



LAB. ASSTT



PEON

DEPT HEAD
(F& B SERVICE)



LECTURERS



LAB. ASSTT



LAB. ASSTT



PEON

DEPT HEAD
(ACCOMODATION)



LECTURERS



LAB. ASSTT



LAB. ASSTT



PEON

❖ **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 forms 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 redressal 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.

IV. PROGRAMMES

❖ **Name of the Programmes approved by the AICTE - Diploma in Hotel Management & Catering Technology**

❖ **Name of the Programmes accredited by the AICTE- NIL**

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

- **Name - Diploma of Hotel Management & Catering Technology**
- **Number of seats - 60**
- **Duration - 3 yrs**
- **Cut off mark/rank for admission during the last three years - 50% Open and 45% Reserved (10+02 any stream)**
- **Fee - Rs 39,000/-**
- **Placement Facilities - YES**
- **Campus placement in last three years with minimum salary, maximum salary and average salary - 40 STUDENTS (7000-9000 AVERAGE)**

V. FACULTY

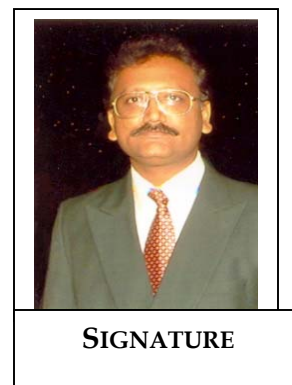
- ❖ Branch wise list faculty members:
 - Permanent Faculty - 08
 - Visiting Faculty - 04
 - Adhoc Faculty - --
 - Permanent Faculty: Student Ratio 1: 13
- ❖ Number of faculty employed and left during the last three years - 02 (Left)

VI. 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 J.Y.HIRE
2. Date of Birth : 09th April 1970
Educational Qualification : DHMCT, B.Sc HTM,B.A, MTM
3. Work Experience
 - Teaching - 15 yrs
 - Research -
 - Industry - --
 - Others -
4. Area of Specializations : **Food Production**
5. Subjects teaching at Under Graduate Level - **Food Production**
Post Graduate Level : **NIL**
6. Research guidance : **NIL**

Masters's	No. of papers published in
Ph.D.	- National Journals
	- International Journals
	- Conferences
7. Projects Carried out : --
8. Patents: --
9. Technology Transfer : --
10. Research Publications : --
11. No. of Books published with details: --



VII. FEE

- ❖ Details of fee, as approved by State fee Committee, for the Institution: **Rs. 41000/-**
- ❖ 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 **NIL**
- ❖ Criteria for fee waivers/scholarship. **As per Govt. Norms**
- ❖ Estimated cost of Boarding and Lodging in Hostels. : **Approx. Rs2200/mth**

VIII. ADMISSION

- ❖ Number of seats sanctioned with the year of approval. – **60 seats 1992**
- ❖ Number of students admitted under various categories each year in the last three years. –

❖ YEAR- 2008-09

STUDENTS AS PER GOVT RULES -60 SEATS	SC	ST	VJ	NT1	NT2	NT3	SBC	OBC	OPEN	TOTAL
	08	04	02	02	02	01	01	11	30	60
BOYS	06	--	--	--	01	07	--	13	16	43
GIRLS	01	01	--	--	--	--	--	--	--	02
TOTAL	07	01	--	--	01	07	--	13	16	45

YEAR -2007-08

STUDENTS AS PER GOVT RULES -60 SEATS	SC	ST	VJ	NT1	NT2	NT3	SBC	OBC	OPEN	TOTAL
	08	04	02	02	02	01	01	11	30	60
BOYS	08	01	--	01	--	04	--	17	26	57
GIRLS	01	--	--	--	--	--	--	--	02	03
TOTAL	09	01	--	01	--	04	--	17	28	60

YEAR-2006-07

STUDENTS AS PER GOVT RULES - 60 SEATS	SC	ST	VJ	NT1	NT2	NT3	SBC	OBC	OPEN	TOTAL
	08	04	02	02	02	01	01	11	30	60
BOYS	02	01	--	--	--	03	--	09	17	31
GIRLS	01	--	--	--	--	--	--	--	--	01
TOTAL	03	01	--	--	--	03	--	09	17	32

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

2009-10:- No. of applications received: - 56 No. of Students Admitted: -39

2008- 09:- No. of applications received: - 60 No. of Students Admitted: - 45

IX. ADMISSION PROCEDURE

- ❖ Calendar for admission against management/vacant seats: **Encl Attached**
 - 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.

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 IX-.

X. APPLICATION FORM

- ❖ Downloadable application form, with online submission possibilities. -Nil

XI 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. **Encl. List**
- ❖ List of candidates who have been offered admissions. **Encl. List**

XII RESULTS OF ADMISSION UNDER MANAGEMENT SEATS/VACANT SEATS :N/A

- ❖ 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.

XIII 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	DHMCT	1265	2260	07	04

- 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

COMPUTING FACILITIES:

- Number and Configuration of Systems - 30
- Total number of systems connected by LAN - 20
- Total number of systems connected to WAN - --
- Internet bandwidth - **Broad band (BSNL)**
- Major software packages available -

<i>Application Software</i>	Tally , Admin Soft ware, MMS, VPMS, VPOS, Tally
<i>System Software</i>	Windows

- Special purpose facilities available

WORKSHOP

Games and Sports Facilities : **INTER COLLEGE SPORTS FOR SPORTS LIKE CRICKET, VOLLEY BALL, ETC.**

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

Soft Skill Development Facilities :

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

Number of Tutorial rooms and size of each : **--**

Number of laboratories and size of each : **08 (1478 SQ MTR)**

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

Number of Computer Centres with capacity of each: **01- (69 SQ MTR)**

Central Examination Facility, Number of rooms and capacity of each.

04 CLASS ROOMS 72 SQ MTR EACH

Teaching Learning process

- Academic Calendar of the MSBTE :- **Encl Attached**
- Curricula and syllabi for each of the programme as approved by the Board

I Semester	II Semester
Fundamentals of Food Production Fundamentals of Food & Beverage Service Fundamentals of Housekeeping Fundamentals of Front Office Hospitality Communication	Basic Food Production Basic Food & Beverage Service Front Office Operations Basic Accounts Catering Science Computer Application Hospitality French
III Semester	IV Semester
Food Production Operation Food & Beverage Service Operation Accommodation Operation Accounts Costing Human Resource Management Business Communication Hotel Engineering	Industrial Training
V Semester	VI Semester
Advanced Food Production Skill Advanced Food & Beverage Skill Advanced Rooms Division Financial Management Marketing Management Management Information System Development of Professional Skill	Food Production Management Food & Beverage Management Rooms Division Management Tourism Professional Practices Elective (Any ONE) Confectionary Bakery & Larder Work Bar Tendering Rooms Division.

- Teaching Load of each Faculty: **Encl Attached**
- Brief profile of each faculty. **Attached Faculty Profile**

Special Purpose

- | | |
|--|----|
| • Software, all design tools in case : | NA |
| • Academic Calendar and frame work : | NA |
| • Research focus : | NA |

List of typical research projects.

- | | |
|---|----|
| 1. Industry Linkage : | NA |
| 2. Publications (if any) out of research in last three years out of masters projects: | NA |
| 3. Placement status: | NA |
| 4. Admission procedure : | NA |
| 5. Fee Structure : | NA |
| 6. Hostel Facilities | NA |

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

I / We solemnly declare that no information has been withheld and all the information provided in this Mandatory Disclosure is correct. If any information is found to be incorrect or false, I / We understand that proposal shall be liable for rejection.

Date: 30/11/2009

Place: .Nashik

Name and Signature of the Authorized
Signatory of the institution with seal