

**MANDATORY
DISCLOSURES**

1. Name of the institution (with address, telephone, fax, email) :

APOSTLE BUSINESS SCHOOL
28/2, Knowledge Park III, Greater Noida
Ph # 0120 – 2323700; Fax 0120 – 2323700
Email: apostle.bschoo@gmail.com

2. Name & Address of the Director

Prof. Vinod Batura
308, Patrakar Parisar, Sec – V, Vasundhara, Ghaziabad

3. Governance

➤ Members of the Board and their background

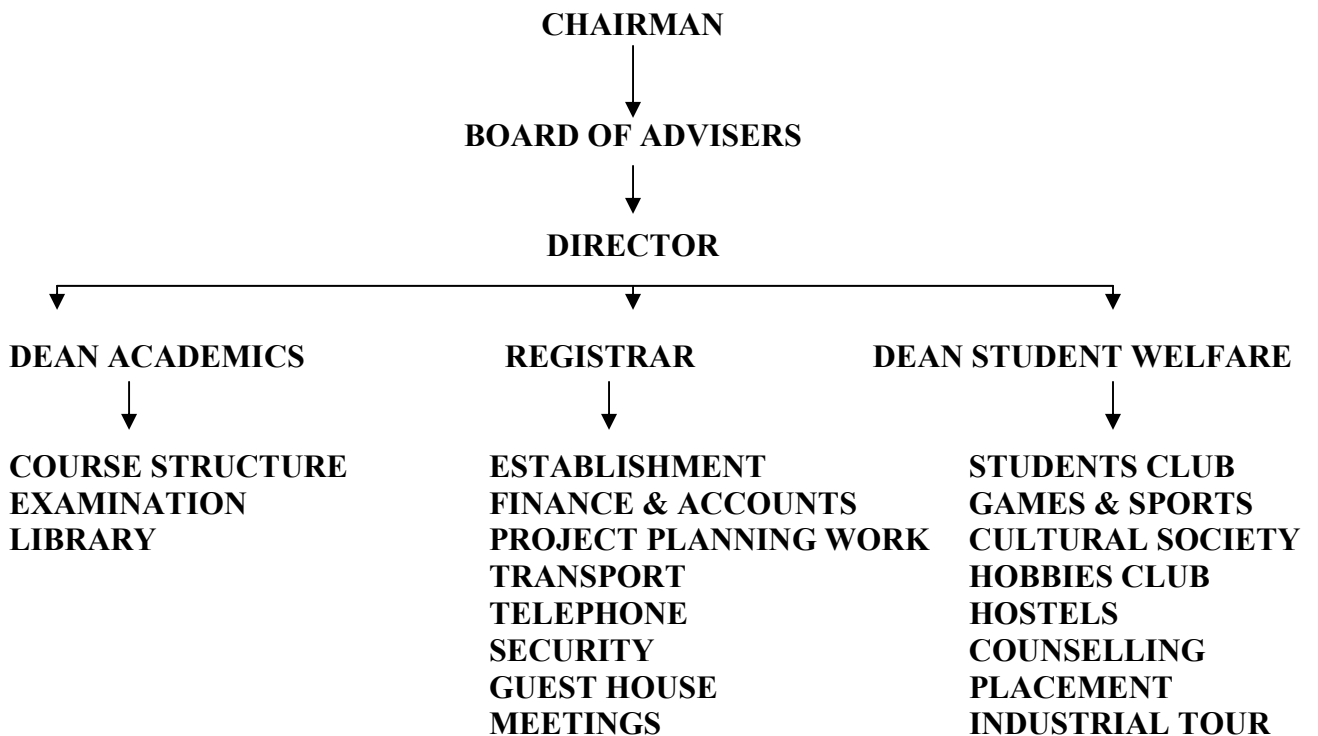
S.No.	Name	Academic Qualification		Nature of association with the Promoting Body	Experience in academic institutions (in yrs.)			Total Experience (in yrs.)
		Technical	Non Technical		Promotional	Management	Organizational	
1	Mr. Sudesh Kumar	--	Graduate	Chairman	--	10	--	10
2	Mr. Sachin Garg	--	PG	Secretary	10	--	--	10
3	Mr. V.K. Dikshit	--	PG & D. Phil	Treasurer	--	--	25	25
4	Smt. Shikha Garg	--	Graduate	Member	--	--	10	10
5	Ms. Niranjana Garg	Graduate	--	Member	--	--	--	--
6	Smt. Poonam Aggarwal	--	Graduate	Member	--	--	--	--
7	Mr. Amit Aggarwal	--	Graduate	Member	--	--	--	--

➤ Members of Academic Advisory Body

1. **Dr. D.S Chauhan, Member UGC Ex. Vice Chancellor, U.P. Technical University, Lucknow**
2. **Prof. S.P. Mishra, Vice Chancellor, Dev Sanskriti Vishwavidyalaya, Haridwar**
3. **Mr. Vikas Garg, Country Head, American Air Filters, Pune**
4. **Mr. Harshad Joshi, Corporate Management, Bharti Airtel Group**
5. **Dr. Harivansh Chaturvedi, Director, Bimtech, Greater Noida**
6. **Mr. Mukesh Sharma, Regional Head (Services), Honeywell Automation (India) Ltd. New Delhi**

➤ Frequency of the Board Meetings and Academic Advisory Body: **Meetings are held every trimester**

➤ Organizational chart and processes



- Nature and extent of involvement of faculty and students in academic affairs / improvements.

The course has started only six months back, faculty and students involvement yet to be started.

4. Programmes

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

PGDM (Post Graduate Diploma in Management)

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

NOT APPLICABLE

- Name and duration of Programmes, if any, not approved by AICTE and being run in the institution.

NOT APPLICABLE

- Details of the programme

Name – **PGDM (Post Graduate Diploma in Management) Full Time Programme**

Number of Seats – **60**

Duration – **2 yrs**

Cut off mark for admission during the last 2 yrs. – **50% marks in Graduation**

Fee – **Rs. 3.75 Lac course fee**

Placement facility – **Not required as on date. Placement facility will be given in the due course of time.**

Campus placement in last two years with minimum salary, maximum salary and average salary. **NOT APPLICABLE**

Name and duration of programmes having affiliation / collaboration with Foreign university(s) / institution(s)

NOT APPLICABLE

Details of Foreign Institution/ University: **NOT APPLICABLE**

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 the students in term 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:

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.

5. Faculty

➤ Number of faculty members:

Permanent Faculty – **5**

Visiting Faculty – **5**

Adjunct faculty

Guest Faculty

- Profile of each faculty with qualifications, total experience, age and duration of employment at the institute concerned.

s. No.	Name	Designation	Qualification	Date of Birth	Experience	Date of Joining
1.	Prof Vinod Batura	Director & Professor	M.A., MS (IT), Ph.D.	10.03.50	26 yrs	April 2008
2.	Ms. Neerja Shivpuri	Lecturer	B.Com., PGDBM	17.08.73	10 yrs	10.03.08
3.	Ms. Shilpa wadhwa	Lecturer	B.Com (H) , M.Com.	04.07.85	6 mths	18.08.08
4.	Ms. Shivani	Lecturer	B.Com., MBA	21.11.84	6 mths	18.08.08
5.	Ms. Bhavna Chaudhary	Lecturer	B.Sc., MCA	06.05.75	5 mths	06.10.08

- Number of faculty employed and left during the last two years.

5 faculty members appointed and none has left.

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

s. No.	Name	Designation	Qualification	Date of Birth	Experience	Date of Joining
1.	Prof Vinod Batura	Director & Professor	M.A., MS (IT), Ph.D.	10.03.50	26 yrs	April 2008

- Whether student assessment of faculty is in force. **Yes**

6. Fee

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

Rs. 3.75 lac 2 yrs course fee.

- Time schedule for payment of fee for the entire programme.

Rs. 1,90,000/- (One lac Ninety Thousand only) in First Year

Rs. 1,85,000/- (One Lac Eighty Five Thousand Only) in Second Year

- Fee waivers granted with amount and name of students. **NOT APPLICABLE**

- Number of scholarships offered by the institute with the name of students, duration and amount. 2

- Criteria for fee waivers / scholarships.

No fee waivers. For Scholarship criteria is on the basis of merit

- Estimated cost of boarding and lodging in hostels.

Rs. 50,000/- (Fifty Thousand only) per annum

7. Admission

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

Sanctioned seats - 60 and year of approval 2008

- Number of students admitted under various categories each year in the last two years.

Course started last year and number of students admitted - 52

- Number of applications received during last two years. **NOT APPLICABLE**

8. Admission Procedure

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

CAT, MAT, XAT, ATMA Scores applicable for admission

- Number of seats allotted to different test qualified candidates CAT, MAT, XAT, JMET, ATMA, CET, JEE (State conducted tests/ university tests).

All seats are filled through the written examination conducted by CAT, MAT, XAT, ATMA

Calendar

Last date for request of applications. - **30th May 2009**

Last date for submission of Applications - **10th June 2009**

Dates for Group Discussion (GD)/ Interviews: **10th March 2009 and 10th June 2009**

Dates of announcing final results: **17th March 2009 and 17th June 2009**

Release of admission list (main list and waiting list should be announced on the same day)

17th March 2009 and 17th June 2009

Date for acceptance by the candidate (time given should in no case be less than 15 days)

2nd April 2009 and 3rd June 2009

Last date for closing of admission

20th July 2009

Starting of the academic session.

1st August 2009

Note: 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.

Yes a policy of refund is applicable. In case of withdrawal before the start of the session 100% refund after cutting a minimal charge of Rs. 2,000/- to 5,000/- as processing fee.

After the session has started and during the first month 25% of the fee is deducted and the balance amount is refunded.

After one month of starting of the session NO REFUND OF FEE.

9. Criteria and weightages for admission

- Describe each criteria with respective weightages i.e. Admission test, GD, Interview etc.

70% weightage is given to graduation and 30% (10% each) to Admission test, GD and Personal Interview.

- Mention the minimum level of acceptance , if any, for the 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 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

NOT APPLICABLE

- Display marks scored in test, GD, interview etc. and in aggregate for all the candidates who came for GD / interview etc.

Item no. 1 – 9 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 10 – 13.

10. Application Form

- Downloadable application form, with online submission possibilities.

Downloadable Application Form available on website:

www.apostlebschool.com

11. List of applicants

- List of candidates whose applications have been received along with percentile / percentage score for each of the qualifying examinations in separate categories for open seats. List of candidates who have applied along with percentage and percentile score for management quota list.

12. 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).

The applicants have to pass through a three-tier system of screening, comprising of:

- 1. Written Test: A candidate should have taken any of the All India management Tests, such as, MAT/CAT/XAT/ATMA or any other state level tests. Candidates meeting our cutoff criteria will be invited to participate in the Group Discussion and Personal Interview.**
- 2. Group Discussion: The second phase of selection procedure involves participation in Group Discussion.**
- 3. Personal Interview: The final phase is the personal interview, which is based on the academic records, cumulative performance in written test, Group Discussion & Personal Interview. The candidate is finally selected**

- Attributes for evaluation in GD/ interview.

Attributes for evaluation in Group Discussion are Concept Clarity, Knowledge, Communication Skills, Leadership Qualities, Assertiveness or Dominance.

Attributes for evaluation in Personal Interview are Personality, Subject Knowledge, Communication Skills.

13. Results composition of evaluation team with brief profiles of members. (This information be made available in the public domain after the admission process is over).

The evaluation team comprise of Director, One Expert from FMS, Delhi, One Expert from Delhi School of Economics along with the regular faculty.

- Score of the individual candidates called in 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 candidates who have joined within the date vacancy position in each category before operation of waiting list.

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