

ANNEXURE I

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:

Xavier Institute of Management & Research

❖ Address including telephone, Fax, e-mail.

St. Xavier's College Campus, 5, Mahapalika Marg, Mumbai 400 001

Tel: 6522 1909/65221911 Fax: 22650607,

Email:admin@ximr.com

II. Name & Address of the Director:

Professor Dr. Vaidyanathan, K.N., address as above

III. Governance

❖ Members of the Governing Council and their brief background.

GOVERNING COUNCIL

1. Fr. Paul Vaz, S.J.

Rector, The Bombay St. Xavier's College Society;

Director General - Xavier Institute of Management & Research,

Board of Governors, XLRI, Jamshedpur

2. Fr. Conrad Pessa, S.J.

CFO Trust & Society; Faculty

Xavier Institute of Management & Research

3. Mr. Conrad Saldanha

Vice President, Training & Research

The Times Group

4. Fr. Dr. Anthony Dias, S.J.

Faculty, Xavier Institute of Management & Research

5. Fr. Dr. Arun de Souza, S.J.

Faculty, St. Xavier's College, Mumbai

6. Fr. Dr. M.C. Abraham,

Director, Management Program

Jnana-Deepa Vidyapeeth, Pune

7. Fr. N. Casimir Raj, S.J.
Former Director, XLRI, XIMB and Founder Director of LIBA

 8. E. Abraham, S.J.
Director, XLRI Jamshedpur

 9. Prof. Dr. Adelaide Vaz
Principal, Xavier Institute of Education, Mumbai

 10. Prof. Dr. Vaidyanathan, K.N.
Director, Xavier Institute of Management & Research, Mumbai.
Secretary
-
- ❖ Members of Academic Advisory Body. - NA -
 - ❖ Frequency of the Board Meetings and Academic Advisory Body. : **3 Times a year**
 - ❖ Organisational chart and processes : **See Annexure II**
 - ❖ Nature and Extent of involvement of faculty and students in academic affairs/ improvements. Fully involved as required.

IV. Programmes

- ❖ Name of the Programmes (Full Time) approved by the AICTE. MMS
- ❖ Name of the Programmes (Part Time) approved by the AICTE. – NA-
- ❖ Name and duration of programme(s), if any, not approved by AICTE and being run in the same campus. – NA-

- Name : MMS
- Number of seats : 61 (60 +1) (J & K)
- Duration : 2 years full time
- Cut off mark for admission last year:- for 2007-08 = 140 & for 2008-09 = 141
- Fee: : Interim INR 1,12,350/- subject to revision by Shikhan Shulka Samiti
- Placement Facilities: Available as per norms

- Campus placement in last two years with minimum salary, maximum salary and average salary.

Batch	Placement	Minimum Salary	Maximum Salary	Average Salary
<i>2006- 2008</i>	<i>100 %</i>	<i>2.5 Lacs</i>	<i>6.5 Lacs</i>	<i>3.5 Lacs</i>
<i>2007 – 2009 *</i>	<i>37 %</i>	<i>-----</i>	<i>6.5 Lacs (Till Date)</i>	<i>-----</i>

* Summer Internship: 100 % Placement in both batches.

* In the final year 22 of 60 students placed. Placements will continue for the batch.

- ❖ 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. – NA -

- ❖ 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. – NA

V. FACULTY

- ❖ Number of faculty members: 74
 - Permanent faculty : 7 (Vacancies being filled)
 - Visiting faculty : 66
 - Guest faculty : will be invited when required from industry;
: XLRI, LIBA & GIM faculty visits for specific
modules in the 2nd year specialization areas

- ❖ Profile of Director General , Director and Faculty
 1. Father Paul Vaz, S.J., Post-graduate in Development Management from Asian Institute of Management, Manila, Philippines. Age 60 years; 26 years experience in organizations like UNDP. Employed since inception.
 2. Father Conrad Pessa, S.J., a qualified Cost Accountant & Company Secretary, Age 43 years, 21 years experience, employed since inception.
 3. Prof. Dr. Vaidyanathan, K.N. – Double Doctorate, Age: 43 years, with 21 years teaching experience & 12 years industry experience in India and abroad. Employed since inception.
 4. Father Dr. Anthony Dias, S.J. Doctorate from NLSUI Bangalore, Age: 45 years, 17 years teaching experience, employed since inception.
 5. Prof. Aruna Rajan, Post-graduate & paralinguistic professional; 12 years teaching experience, employed since February 2007. Heads the placement Cell.
 6. Prof. Dr. Maria Barretto: A Doctorate with 26 years experience as a Psychologist. Worked with organizations like UNICEF. Employed since August 2006.
 7. Prof. Edmund Carrasco: Post graduate from the University of Chicago and has over 20 years experience in the field of education. Employed since 2007.

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

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

VI. FEE

- ❖ Details of fee, as approved by State Fee Committee, for the Institution. – **INR 1,12,350/-** for 2009 -10.
- ❖ Time schedule for payment of fee for the entire programme. Fee for 1st year as per DTE schedule by August 4th, 2008. Fees for Institute level admission:
To be announced.
- ❖ Fee waivers granted with amount and name of students:
- ❖ Number of scholarships offered by the institute with the name of students, duration and amount. The Pedro Arrupe Scholarships were 2 students
Adeline Almeida & Alphonso D'Souza.
- ❖ Criteria for fee waivers/scholarships: academic excellence, merit and demonstrated financial need
- ❖ Estimated cost of Boarding and Lodging in Hostels. – NA -

VII. ADMISSION

- ❖ Number of seats sanctioned with the year of approval. 2006 – 60 + 1 (J & K); 2007: 60 + 1 (J & K) ; 2008 : 60 + 1 (J & K)
- ❖ Number of students admitted under various categories each year in the last two years. 61 (2006 – 2008) (2 students left after cut off hence seats vacant.)
- ❖ Number of applications received during last two years. 2007 – 2008 Admission through DTE. 2008:2009 ; Institute level + Minority + DTE (No of application for institution level seat = 200 applications)

VIII. ADMISSION PROCEDURE

- ❖ Mention the admission test being followed, name and address of the Test Agency and its URL (website).- **Through CET – Maharashtra Government/DTE.** Xavier Institute of Management & Research has been granted the Minority Institute by GAD, Government of Maharashtra from academic year 2008-2009 consequently the allocation of seats is as follows

Admission through CAP Round	29%	17 Seats
Jammu & Kashmir Seat (CAP Round)	-	1 Seat
Catholic Minority level seats	51%	31 Seats
Institute level seats (through CAT/XAT/ + G.D. & P.I. conducted by the Institute/or CET)	20%	12 Seats
Total Seats		60+1 = 61 Seats

For Catholic Minority seats, admission is on the basis of merit based on Maharashtra CET Score. Students must be domiciled in Maharashtra State.

For institute level (Management Seats) admission is on the basis of MH- CET Score / CAT / XAT are also admissible.

The institute will convert CAT / XAT Score to CET equivalent and allot marks for work experience, past academic record etc. Total will be 240 marks.

Conversion will be as follows:

CAT / XAT	140
GD	30
PI	40
Work Exp	} 30
Past academic record	
Total	240

Advertisement to released by June 2009

Calendar: **All dates as per DTE notification for the year 2009-2010 announced on their website**

INSTITUTE LEVEL QUOTA SEATS

- Last date for submission of application: **To Be Announced**
- Dates for Group Discussion (GD) / Interviews: - **To Be Announced**
- Dates for announcing final results: **To Be Announced**
- Payment of Fees: **To Be Announced**
- Release of admission list : **To Be Announced**
- Date for acceptance by the candidate (All candidates accepted the offer) **within two days of offer of admissions for institute level seats & for CAP rounds as per DTE norms.**
- Last date for closing of admission: **As per DTE Schedule**
- Starting of the Academic session: **To Be Announced**

IX. CRITERIA AND WEIGHTAGES FOR ADMISSION: CET Scores only

- ❖ Describe each criteria with its respective weightages i.e. Admission Test, GD, Interview etc.-NA-
- ❖ Mention the minimum level of acceptance, if any, for any criteria: CET score : - NA -
- ❖ 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 : AS ABOVE

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 - At our office and online from To Be Announced. To be submitted along with prescribed fee on or before To Be Announced.

- ❖ Downloadable application form, with online submission possibilities.

XI. CRITERIA FOR GD / PERSONAL INTERVIEW – GDPI will be held for Institute Level Quota as explained elsewhere in this format. All Weightages as explained elsewhere

- ❖ Norms adopted for calling the candidates for Group Discussion/Personal Interview. (It has to be strictly in order of merit.) – on merit basis only
- ❖ Attributes for evaluation in GD/Interview: GD: knowledge of the subject, Communication Skills & Fluency, Analytical Ability; Precision of Arguments; Summary considering other views.
PI: Reading habits; contribution to the workplace; overall personality; suitability to our course.
- ❖ Work experience – as per norms

**XII. RESULTS: CAP admission – See DTE schedule
Minority / Institute level seats - To Be Announced**

- ❖ **Composition of evaluation team with the brief profiles of members.**

1. Fr. Paul Vaz, S.J., Chairman, XIMR
2. Fr. Conrad Pessa, S.J., XIMR
3. Prof. Dr. Vaidyanathan, K.N., Director, XIMR

Composition: One Panel of 3 members.

- ❖ List of candidates who have been offered admission in each category. – NA-
- ❖ 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. – NA –
- ❖ List of the candidates who joined within the date vacancy position in each category before operation of waiting list. – NA –.
