R. K. Desai Memorial Trust

Rgd. No. E 2031 Valsad

College Campus, Koparli Road, G.I.D.C., VAPI-396 195. **Mob. No. :** +91 97261 22256

MANDATORY DISCLOSURE

1 MANDATORY DISCLOSURE BY INSTITUTIONS RUNNING AICTE APPROVED BBA/BCA/MBA PROGRAMMES TO BE INCLUDED IN THEIR RESPECTIVE INFORMATION BROCHURE, DISPLAYED ON THEIR WEBSITE AND TO BE SUBMITTED TO AICTE.

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."

I. NAME OF THE INSTITUTION

Name	**R K Desai College of Commerce & Management** **R K Desai Achchhariwala college of computer and applied sciences.**
Address	College Campus, Koparli Road,GIDC,Vapi-396195
Village	VAPI
Taluka	VAPI
District	VALSAD
PIN	396195
State	Gujarat
Phone No	9726122256

II. NAME & ADDRESS OF THE DIRECTOR

Name	**Dr. Mittal Shah**
Address	***College Campus, Koparli Road,GIDC,Vapi-396195***
Phone (O)	9712267622
E-Mail	Shah_mittu@yahoo.com

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III. NAME OF THE AFFILIATING UNIVERSITY (With address):

Veer Narmad South Gujarat University
Post Box No 49, Udhna - Magdalla Road,
Surat – 395007, Gujarat, [INDIA]

IV. GOVERNANCE

❖ Members of the Board and their brief background

R K Desai Memorial Trust is Registered on 19/07/2000 under 1950 Act Trust Registration Act-1950.The registration No. is E/2031-valsad. The trust is aimed at establishing Quality Education and thereby serving the society providing Various Course of Education In campus. Campus is also full-fledged with Staff Quarters, boy's hostel, girl's hostel.

List of the members of Governing body of Trust

Sr. No.	Name of Trustees	Designation
1	Milan R Desai	Chairman
2	Kamal R Desai	Trustee
3	Mahadevbhai T Desai	Trustee
4	Akshaybhai Desai	Trustee

Frequency of the Board Meetings and Academic Advisory Body **Twice a year.**

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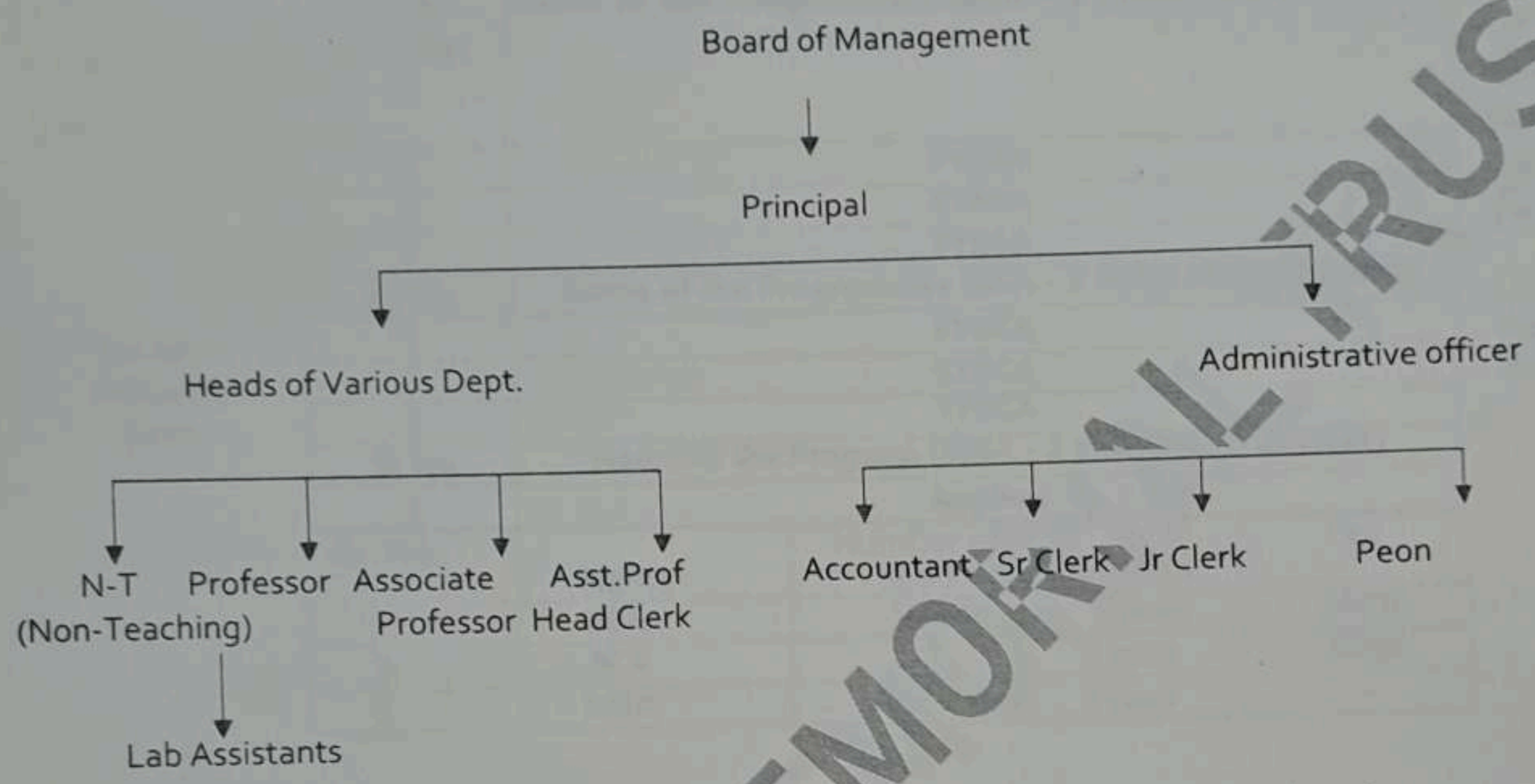
❖ Organizational chart and processes



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

☛ Some of the senior teachers are member of BOS & time-to-time they revise the syllabus according to industrial needs. Students (Mostly Alumni' s) send their feedback to college via college website & we try to incorporate their suggestions in improving academics.

❖ Mechanism/Norms & Procedure for democratic/good Governance

☛ We are following all rules and regulation of AICTE & VNSGU University.

❖ Grievance redressed mechanism for faculty, staff and students

☛ We have a feedback system for faculty/staff & students. After receiving student' s feedback counseling committee reviews the feedback & suggest the possible improvement s to the management. Faculty/staff feedbacks/suggestions are directly collected by the principal & necessary actions are taken if required.

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V. PROGRAMMES

❖ Name of the Programs approved by the AICTE

For each following given: Programmes the details are to be

Sr No.	Name of the Programmes (BBA - 3 YEAR PROGRAMME)
1	**FYBBA**
2	**SYBBA**
3	**TYBBA**
Sr No	**Name of the Programmes (BCA - 3 YEAR PROGRAMME)**
1	**FYBCA**
2	**SYBCA**
3	**TYBCA**
Sr No	**Name of the Program (MBA - 2 YEAR PROGRAMME)**
1	**Applied**

Sr. No.	Name	Number of Seats	Duration	Fee
1.	BBA	300	3 years	22610
2.	BCA	240	3 years	36680
3.	MBA	0	2 years	-

- **Placement Facilities: Available**

- **Campus placement in last three years with minimum salary, maximum salary and average salary:**

Sr. No.	Branch	Placed Students	Minimum Salary	Maximum Salary	Average Salary
1	B.B.A. - 3 YEAR	153	3.6 LPA	4 LPA	3.8 LPA
2	B.C.A.	146	3 LPA	4 LPA	3.2 LPA

- Campus placement in last three years with minimum salary, maximum salary and average salary:

VI. FEE

❖ Details of fee, as approved by State Fees Committee, for the Institution:

- Tuition fee for B.B.A. Students of Rs.22610/-per annum per students, B.C.A. Students of Rs.36680/- per annum per students, was decided by fee Regulatory committee of the state government.
- The total fee of the students had been paid term wise to the concern college after the completion of the admission process.

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VII. PROFILE OF PRINCIPAL WITH QUALIFICATIONS, TOTAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED

Name: DR. SHEETAL R GANDHI

Date of Birth : 10/12/1975

Academic qualifications (with field of specialization):

- B.Sc , MBAIT,M.Phil in management
- Ph.D in Management

Details of Experience (Academic / Industrial) :

- Academic: year month 16years
- Industrial: year month 2 years

Date of the appointment in the present institution :

❖ **Details of Principal's, Director & Hods as on Today.**

Sr.no.	Branch	Name of Faculty	Designation	Salary(P.M.)
1	BCA	Dr. Mittal V Shah	Campus Director	60676
2	BBA	Dr. Sheetal R Gandhi	I/C Principal	53812
3	BBA	Dr. Princy P Thakur	HOD	44894

VII. ADMISSION PROCEDURE

❖ Mention the admission test being followed, name and address of the Test Agency and its URL (website). :-

We accepted the Veer Narmad South Gujarat University as admission Rules n to First BBA/BCA and seats are to be done by central admission committee appointed by Gujarat State.

❖ Number of seats allotted to different Test Qualified candidates separately [AIEEE/CET (State conducted test/University tests)/Association conducted test] ----

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-----Not Applicable---

- Calendar for admission against management/ vacant seats:

  As per the Admission committee Rules.

VIII.` CRITERIA AND WEIGHTAGES FOR ADMISSION

- Describe each criteria with its respective weightages i.e. Admission Test, marks in qualifying examination etc.:

-For the academic year All % marks of 12th standard basis on 100 marks to be considered as merit marks and accordingly merit list is prepared.

- Mention the minimum level of acceptance, if any. **As per state Govt. Rule**.
- Mention the cut-off levels of percentage & percentile scores of the candidates in the admission test for the last three years. **---Not Applicable--**
- Display marks scored in Test etc. and in aggregate for all candidates who were admitted. **---Not Applicable--**

Item No I - XI 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 XII-XV.

IX APPLICATION FORM: **Application form is issued by the institution on request with in the scheduled time as mentioned in the advertisement published in the state level news papers.**

- Downloadable application form, with online submission possibilities. : **---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)

College Admission committee	Position
1. Dr. Mittal V Shah	President
2. Dr. Sheetal R Gandhi	Member
3. Dr. Princy P Thakur	Member

- 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.

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X IINFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE

LIBRARY: Number of Library books/Titles/Journals available

S.No	Course(s)	Number of titles of the books	Number of volumes	Journals	
				National	International
1	B.B.A	2214	422889	26	8
2	B.C.A	1175	288196	7	4
3	MBA	210	564	8s	6

-- List of online National/International Journals subscribed. -

-- E-Library facilities **Available.**

COMPUTING FACILITIES:

- Number and Configuration of Systems- 105 P - IV
- Total number of systems connected by LAN- ALL
- Total number of systems connected to WAN ——
- Internet bandwidth- 100 mbps
- Major software packages available- SOUL Software
- Special purpose facilities available – Library Recourse.

WORKSHOP:

- List of facilities available.

  Games and Sports Facilities: - Available

  Extra Curriculum Activities: - like Quiz Competition, Ras Garba, Mahendi Competition, Sports week, Annual day etc will be organized

  Soft Skill Development Facilities: - Available

  Number of Classrooms and size of each: -

No.	Class Room	size
1	29	69 sq.mts.

Number of Tutorial rooms and size of each

No.	Tutorial rooms	size
1	4	148 sq.mts.

Number of laboratories and size of each

Sr.No.	Particulars	Area in (Length x Width)	Building with RCC Roof Area(Smt)
1	Computer Lab	150 sq.mts	150 sq.mts
2	Language Lab	72 sq.mts	72 sq.mts
3	Activity Room	72 sq.mts	72 sq.mts

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Number of drawing halls and size of etc:1
Number of Computer Centre with capacity of each- **01 of 150 sq.mts**
Central Examination Facility, Number of rooms and capacity of each.
Teaching Learning process- By **delivering the lecturer using board & multimedia.**

- Curricula and syllabi for each of the programmes as approved by the University. **AS per University Vebsite awailable.**
- Academic Calendar of the University –AT THE TIM OF STARTING OF SEMESTER
- Academic Time Table- AS **PER UNIVERSITY Guidelines.**
- Teaching Load of each Faculty – AS **PER UNIVERSITY Guidelines.**

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

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CAMPUS DIRECTOR