

## **MANDATORY DISCLOSURE**

### **MBA (HR) PROGRAMME: THE UNIVERSITY OF BURDWAN**

Mandatory Disclosure updated on **15.05.2019**

1. AICTE File No. : Eastern/1-4259624867/2019/EOA

**Date & Period of last approval:** 10-Apr-2019, **period** 2019-20

2. Name and address of the Trust/ Society/ Company and the Trustees: **THE UNIVERSITY OF BURDWAN**

Address of the Institution: **DEPARTMENT OF BUSINESS ADMINISTRATION (HUMAN RESOURCE),**

**GOLAPBAG, BURDWAN 713104**

City & Pin Code: **PURBA BURDWAN, 713104**

State / UT: **WEST BENGAL**

Longitude & Latitude: **87<sup>0</sup>51' E** (Longitude); **23<sup>0</sup>14' N** (Latitude)

Phone number with STD code: **0342-2659774**

FAX number with STD code: **0342-2658771**

Office hours at the Institution: **10 am - 5. pm**

Academic hours at the Institution: **10 am- 5.30 pm**

Email: [hod@mbahr.buruniv.ac.in](mailto:hod@mbahr.buruniv.ac.in); [registrar@buruniv.ac.in](mailto:registrar@buruniv.ac.in)

Website: [www.buruniv.ac.in](http://www.buruniv.ac.in)

Nearest Railway Station (dist in Km): **BURDWAN (3 KM)**

Nearest Airport (dist in Km): **KOLKATA (DUMDUM) (110 KM)**

3. Type of Institution: **University Dept**

4. Name of the organization running the Institution: **THE UNIVERSITY OF BURDWAN**

Type of the organization : **UNIVERSITY DEPARTMENT**

Address of the organization : **RAJBATI, BURDWAN713104**  
**THE UNIVERSITY OF BURDWAN**

Registered with :

Registration date

Website of the organization : [www.buruniv.ac.in](http://www.buruniv.ac.in)

5. Name of the affiliating University: **ITSELF A UNIVERSITY DEPARTMENT**

Address

Website

Latest affiliation period :

6 .Name of Principal / Director/Vice-Chancellor : **PROFESSOR NIMAI CHANDRA SAHA**

Exact Designation : **VICE-CHANCELLOR**

Phone number with STD code : 0342-2634900

FAX number with STD code : 0342-2530452

Email : [vc@buruniv.ac.in](mailto:vc@buruniv.ac.in)

Highest Degree : **Ph.D.**

7. Governance: **The University is governed by the Court and the Executive Council. The academic affairs are managed by the Faculty Council (Arts), Postgraduate Board Studies and the Departmental committee (Department of Business Administration (Human Resource))**

- Members of the Board and their brief background:
- Members of Academic Advisory Body: **Postgraduate Board of Studies (External members: Prof. Ananda Mohan Pal, Prof Prasanta Kumar Ghosh, Prof. Manas Kr Sanyal)**
- Frequently of the Board Meeting and Academic Advisory Body: **Departmental committee meetings are generally organised once in a month or more, if needed. Last PGBoS held on 13.05.19.**
- Organizational chart and processes: **University Pattern**
- Nature and Extent of involvement of Faculty and students in academic affairs/improvements: **Faculty members regularly participate in the departmental committee meetings for discussing issues relating to academic improvement. Students are also encouraged to provide suggestions for academic improvement.**
- Mechanism/ Norms and Procedure for democratic/ good Governance: **Students' opinion is considered and given importance on issues relating to their professional development**
- Student Feedback on Institutional Governance/ Faculty performance: **Yes**
- Grievance Redressal mechanism for Faculty, staff and students: **Yes, in the form of a cell**
- Establishment of Anti Ragging Committee: **Yes**
- Establishment of Online Grievance Redressal Mechanism: **Yes**
- Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University: **Yes**
- Establishment of Internal Complaint Committee (ICC): **Yes**
- Establishment of Committee for SC/ ST: **Yes**
- Internal Quality Assurance Cell: **Yes**

## 8. Programmes

**Name of Programmes approved by AICTE: MASTER OF BUSINESS ADMINISTRATION (HUMAN RESOURCE): MBA (HR)**

• **Name of Programmes Accredited by AICTE: : MASTER OF BUSINESS ADMINISTRATION (HUMAN RESOURCE): MBA (HR)**

• **Level: PG**

• **Status of Accreditation of the Courses: Accredited with A by NAAC**

• **Total number of Courses: One (1)**

• **No. of Courses for which applied for Accreditation: Nil**

• **Status of Accreditation – Preliminary/ Applied for SAR and results awaited/ Applied for SAR and visits completed/ Results of the visits awaited/ Rejected/ Approved for ..... Courses**

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

• **Name: MASTER OF BUSINESS ADMINISTRATION (HUMAN RESOURCE): MBA (HR)**

• **Number of seats: 30**

• **Duration: 2 Years**

• **Cut off marks/rank of admission during the last three years:**

Category	Cut off marks (2018)	Cut off marks (2017)	Cut off marks (2016)
General			
OBC			
SC/ST			

• **Fee: Tuition Fees per Semester ₹ 10, 000/- (Total fees by 1<sup>st</sup> Semester students: 13930/- 3<sup>rd</sup> Students: ₹10,630/-)**

• **Placement Facilities: Yes**

• **Campus placement in last three years with minimum salary, maximum salary and average salary: Placement of students is arranged on on-campus and off-campus basis. In the current year, 11 students of MBA(HR) programme have been selected through on-campus recruitment; Salary offered: ₹ 3.26 LPA**

• **Name and duration of programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details: Details of the Foreign University : NA**

• **Name of the University: NA**


• **Address: NA**

- Website: NA
- Accreditation status of the University in its Home Country: NA
- Ranking of the University in the Home Country: NA
- 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 job both within and outside the country: NA
- Nature of Collaboration: NA
- Conditions of Collaboration: NA
- Complete details of payment a student has to make to get the full benefit of Collaboration: NA
- For each Programme Collaborated provide the following: NA
- Programme Focus: NA
- Number of seats: NA
- Admission Procedure: NA
- Fee: NA
- Placement Facility: NA
- Placement Records for last three years with minimum salary, maximum salary and average salary: NA
- Whether the Collaboration Programme is approved by AICTE? If not whether the Domestic/Foreign University has applied to AICTE for approval: NA


#### 9. Faculty

- Branch wise list Faculty members:
- Permanent Faculty: 05 (Sanctioned)
- Adjunct Faculty: Nil
- Permanent Faculty: Student Ratio: 1:20 (Based on existing full-faculty strength of MB(HR) programme)
- Number of Faculty employed and left during the last three years: Employed: 02; left: 01


#### 10. Profile of Faculty:

10.1 Name of Faculty	: Dr. Partha Sarkar			
Date of Birth	27.07.1973			
Unique Id	1459 427 656			
Designation	: Associate Professor			
Department	: Business Administration (Human Resource)			
Date of Joining the Institution	: 27/12/2001			
Qualifications	: B.S., M. Sc. (Economics), MBA, Ph.D.			
Total Experience in Years	Teaching: 17	: Research: 14	Industry	
Area of Specialization	Human Resource Management			
Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	MBA(HR)			
Papers Published	: National 22	International: 4		
Papers Presented in Conferences	: National 21	International: 16		
PhD Guide? Give field & University	Field: Commerce/Business Administration (Human Resource)			
	University: The University of Burdwan			

PhDs / Projects Guided	<b>Ph.D: Awarded: 2; Projects at Masters Level: 82; M.Phil: 2</b>
Books Published	<b>: 1</b> (Edited Volume: The Politics of Social Exclusion in India: Democracy crossroads)
Professional Membership	1)Indian Accounting Association 2)Bengal Economic Association 3) All India Commerce Association 4)Indian Industrial Relations Association
Awards	1)Best Business Academic of the Year (BBAY) Award (silver medal) instituted under the auspices of the All India Commerce Association in the year 2006 for contributing the best research paper 2)Manubhai M. Shah research gold medal session empirical researchers in the area of human resource (2012)
Interaction with Professional	Yes
Patents	Nil
Technology Transfer	Nil

			
<b>10.2 Name of Faculty</b>	<b>: Dr. Abhishek Mishra</b>		
<b>Date of Birth</b>	<b>25.02.1983</b>		
<b>Unique Id</b>	<b>1450 205 229 4</b>		
Designation	<b>: Assistant Professor</b>		
Department	<b>: Business Administration (Human Resource)</b>		
Date of Joining the Institution	<b>: 12/09/2018</b>		
Qualifications	<b>: B.A. (Honours), Master in Personnel Management &amp; Industrial Relations, Ph.D.</b>		
Total Experience in Years	Teaching: 05	Research: 05	Industry: 01
Area of Specialization	Industrial Relations/ Employment Relations		
Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	HRM/ Contemporary Employment Relations/HRIS/CSR/Organisational Behaviour/HRD/Labour Law		
Papers Published	National: 10		International: 05
Papers Presented in Conferences	National: 15		International: 05
PhD Guide? Give field & University	<b>Nil</b>		
PhDs / Projects Guided	<b>Nil</b>		
Books Published	<b>Nil</b>		
Professional Memberships	<ul style="list-style-type: none"> <li>Life Member to Centre for Economic Growth &amp; Research (CEGR).</li> </ul>		

	<ul style="list-style-type: none"> <li>• Life Member to Indian Industrial Relations Association (IIRA)</li> <li>• Life Member to Indian Association for the Study of Australia (IASA)</li> <li>• Life Member to the Association of the Socio-Economic Development Studies (ASEDS)</li> <li>• Life Member to International Society for Research &amp; Development (ISRD)</li> </ul>
Interaction with Professional	Yes
Patents	Nil
Technology Transfer	Nil

<b>10.3 Name of Faculty</b>	: Mr. Nirmal Chandra Roy 		
Designation	: <b>Assistant Professor</b>		
Date of Birth	15.04/1988		
Unique Id	1452 568 709 4		
Department	: <b>Business Administration (Human Resource)</b>		
Date of Joining the Institution	: 17/09/2018		
Qualifications	: MBA, (Ph.D. Thesis submitted)		
Total Experience in Years	Teaching: 04	Research: 04	Industry:
Area of Specialisation	HRM/LABOUR LAWS		
Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	HRM/HRP/IHRM/ Contemporary Employment Relations/HRIS/Organisational Behaviour/HRD/Labour Law		
Papers Published	National	02	International: 12
Papers Presented in Conferences	National	13	International: 09
PhD Guide? Give field & University	<b>Nil</b>		
PhDs / Projects Guided	<b>Nil</b>		
Books Published	Nil		
Professional Memberships	<ol style="list-style-type: none"> <li>1. Life member of Indian Commerce Association (ICA)</li> <li>2. Life member of Indian Accounting Association (IAA)</li> </ol>		
Interaction with Professional	Yes		
Patents	Nil		
Technology Transfer	Nil		

### 11. Fee

- Details of fee, as approved by State Fee Committee, for the Institution: Tuition Fees per Semester ₹ 10, 000/- (Total fees by 1<sup>st</sup> Semester students: 13930/- 3<sup>rd</sup> Students: ₹10,630/-)
- Time schedule for payment of fee for the entire programme: At the beginning of each semester
- No. of Fee waivers granted with amount and name of students: Tuition fee waiver granted to students: (100%/50%): 7
- Number of scholarship offered by the Institution, duration and amount: 2
- Criteria for fee waivers/scholarship: Family income
- Estimated cost of Boarding and Lodging in Hostels: ₹ 460/- for three months

## 12. Admission

- Number of seats sanctioned with the year of approval: 30 (2018-19)

- Number of Students admitted under various categories each year in the last three years:

Year	General	OBC	SC	ST
2018-19	20	02	01	01
2017-18	17	03	02	--
2016-17	16	02	01	--

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

**13. Admission Procedure:** Candidates having valid score card in MAT, CAT, CMAT, XAT, GMAT, and JEMAT may claim exemption from written test. They may appear in GD and PI directly. The candidates having no valid score card in MAT, CAT, CMAT, XAT, GMAT, and JEMAT will have to appear the Written Admission Test positively. The candidates having valid score card in MAT, CAT, CMAT, XAT, GMAT, and JEMAT may or may not appear in the Written Admission Test and in such cases the higher marks of the candidate, obtained either in MAT, CAT, CMAT, XAT, GMAT, and JEMAT or in the Written Admission Test to be conducted by The University of Burdwan will be considered.

- Mention the admission test being followed, name and address of the Test Agency and its URL (website): [www.buruniv.ac.in](http://www.buruniv.ac.in)

- Number of seats allotted to different Test Qualified candidate separately (AIEEE/ CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test) :

- Calendar for admission against Management/vacant seats:

- Last date of request for applications: For the current session 03.05.2019

- Last date of submission of applications: 22.05.2019

- Dates for announcing final results:

- Release of admission list (main list and waiting list shall be announced on the same day):

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

- Last date for closing of admission

- Starting of the Academic session

- The waiting list shall be activated only on the expiry of date of main list

- The policy of refund of the fee, in case of withdrawal, shall be clearly notified

## 14. Criteria and Weightages for Admission

- Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc. Written test 100; GD+PI: 100

- Mention the minimum level of acceptance, if any: Regular Hons. Graduate with at least 50% of Marks in any subject.

- Mention the cut-off levels of percentage and percentile score of the candidates in the admission test for the last three years

- Display marks scored in Test etc. and in aggregate for all candidates who were admitted:

Information provided in website

## 15. List of Applicants

- List of candidate whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats: Uploaded in the website

- List of candidate who have applied along with percentage and percentile score for Management quota seats:NA

#### 16. Results of Admission Under Management seats/Vacant seats: Notified

- Composition of selection team for admission under Management Quota with the brief profile of members (This information be made available in the public domain after the admission process is over) :NA
- Score of the individual candidate admitted arranged in order or merit
- List of candidate who have been offered admission
- Waiting list of the candidate in order of merit to be operative from the last date of joining of the first list candidate
- List of the candidate who joined within the date, vacancy position in each category before operation of waiting list

#### 17. Information of Infrastructure and Other Resources Available

- Number of Class Rooms and size of each: 4 ( 80.5, 33.6, 40, 72 sqm)
- Number of Tutorial rooms and size of each: 1 (39.44 sqm)
- Number of Laboratories and size of each: 1 (72 sqm)
- Number of Drawing Halls with capacity of each: 02 (103.84, 142 sqm)
- Number of Computer Centres with capacity of each: 1 (32 computers)
- Central Examination Facility, Number of rooms and capacity of each:
- Barrier Free Built Environment for disabled and elderly persons: Yes
- Occupancy Certificate: Yes
- Fire and Safety Certificate: Yes
- Hostel Facilities: Yes
- Library: Yes
  - Number of Library books/ Titles/ Journals available (program-wise): Titles: 1752, Volumes: 14295, e-book titles: 556, e-book volumes: 5450, Journals: 34
  - List of online National/ International Journals subscribed: 34
  - E- Library facilities: Yes
  - Laboratory and Workshop: Yes
  - List of Major Equipment/Facilities in each Laboratory/ Workshop:
  - List of Experimental Setup in each Laboratory/ Workshop
  - Computing Facilities: Yes
  - Internet Bandwidth: 220 Mbps
  - Number and configuration of System: 100 (LAN)
  - Total number of system connected by LAN: 100
  - Total number of system connected by WAN: --
  - Major software packages available: 12
  - Special purpose facilities available:
  - Innovation Cell: Yes
  - Social Media Cell: No
  - Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments: Yes
  - List of facilities available
  - Games and Sports Facilities: Yes



- Extra-Curricular Activities
- Soft Skill Development Facilities: Yes
- Teaching Learning Process: Yes
- Curricula and syllabus for each of the programmes as approved by the University: Yes
- Academic Calendar of the University: Under progress
- Academic Time Table with the name of the Faculty members handling the Course: Displayed

in the departmental notice board

• Teaching Load of each Faculty: 16 Hours for Assistant Professor, 14 Hours for Associate Professor (per week)

- Internal Continuous Evaluation System and place: Yes in the form of internal assessment
- Student's assessment of Faculty, System in place: Yes
- For each Post Graduate Courses give the following:
  - Title of the Course: MBA (HR)
  - Curricula and Syllabi: Available on the website
  - Laboratory facilities exclusive to the Post Graduate Course: Yes
  - Special Purpose
  - Software, all design tools in case: Yes
  - Academic Calendar and frame work: Prepared and communicated as per need

17. Enrollment of students in the last 3 years:

2018	2017	2016
24	24	19

18. List of Research Projects/ Consultancy Works:

Sl. No	Title	Funding Agency	Period	Grant/Amount Mobilised	Whether polic document	Faculty
1	Enhancing Quality of Service and Producing to obtain Competitive Advantage Through Employee Empowerment	UGC	April 2013 – March 2015	3.538 lakhs	No (Final Report submitted)	Dr Partha Sarkar (As Co-PI; Dr A.K. Ghosh: PI),
2	Project/Consultancy on 360 degree feedback	Torero Corporation	October-December 2015	1.25 lakhs	No	Dr Partha Sarkar

- Number of Projects carried out, funding agency, Grant received
- Publications (if any) out of research in last three years out of masters projects
- Industry Linkage: Faculty members are actively associated with industry based research.
- MoUs with Industries (minimum 3)

19. LoA and subsequent EoA till the current Academic Year: Uploaded in the website

20. Accounted audited statement for the last three years:

21. Best Practices adopted, if any

