

## Mandatory Disclosures

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

The onus of the authenticity of the information lies with the Institution ONLY and not on AICTE.

### 1. Name of the Institution

**Bharatiya Vidya Bhavan's**

**S. P. Jain Institute of Management & Research**

Munshi Nagar, Dadabhai Road, Andheri (W), Mumbai - 400 058

Tel: 022 - 26237454 / 0396 / 2401

Email: spjicom@spjimr.org

### 2. Name and address of the Trust/ Society/ Company

**Bharatiya Vidya Bhavan**

Dr. Kulpati Munshi Marg, Girgaon Chowpatty,

Mumbai - 400 007.

Tel: 022 - 022 2363 1261

Email: bhavan@bhavans.info

### 3. Name and Address of the ~~Vice Chancellor/ Principal/ Director~~ / DEAN

Dr. Ranjan Banerjee

Tel: 022 - 022 6145 4267

Email: ranjan.banerjee@spjimr.org

### 4. Name of the affiliating University

Not Applicable

### 5. Governance

#### 5A Members of the Board and their brief background

*Annexure 5A*

Frequency: Twice a year

#### 5B Members of Academic Advisory Body (Academic Council)

*Annexure 5B*

Frequency: Atleast four meetings a year

## 5C Organizational Chart and Processes

Faculty Body: This meets once a week. The faculty meet is the primary tool to ensure cohesion across faculty, and 'help faculty stay aware of activities across the institute. Periodic updates are provided by programs and areas, and many new initiatives are fine-tuned through the faculty meet. Critical initiatives like rebranding and structural change are initiated post the approval of the faculty body.

### Integrated Decision Making

Critical institute directions are co-created through annual faculty strategy retreats. In 2015, the vision statement of the institute was co-created through a faculty retreat. In 2017, a design thinking approach was used to build a 360-degree view of our students, and incorporate directional changes to the curriculum. A recent retreat in 2018 addressed initiatives to enhance mission consistency across programmes. We support this with an annual faculty staff retreat which addresses issues related to administrative execution.

Progress on strategic direction is regularly shared with the faculty body, and inputs are used to fine tune initiatives.

## 5D Nature and Extent of involvement of Faculty and students in academic affairs/improvements

Institute has a format system of involvement of students and faculty in its academic affairs and improvements.

Faculty are involved through participation in committee / groups like Governing Council, Management Committee, Academic Council, Institute Academic Board etc.

Students are involved through an ADMAP (Assessment and Development of Managerial and Administrative Potential) initiative - a core, 3.0 credit course in the first year, designed for students to learn the art of "getting things done" while "influencing without power" by achieving larger institutional goals through committees. The programme allocates all its 240 students to about 20 ADMAP committees, each of which also has 2 faculty guides. The student body meets with the faculty guides once every fortnight during the entire 1st year of the programme. Some of these committees are Admission, Academics, Alumni, Technology and Infrastructure, Placements, etc.

## 5E Mechanism/ Norms and Procedure for democratic/ good Governance

The Governing Council of the institute, which is the apex advisory and strategic body, has been strengthened with the induction of new members on both the industry and academic side. All significant new directions are taken through the governing council. The governing council meets once in six months.

Policy decisions at the institute and institute level changes are taken through the management committee, which provides suggestions for review and fine tuning and meets weekly.

The weekly faculty meet is a strong and unique mechanism through which the activities of the institute are transparently shared with faculty. Many new initiatives are conceived here, and there is a developmental component too. Some major decisions like rebranding and structural change are socialised through the faculty body. The faculty meet has been made more inclusive through allowing every alternate faculty meet to be chaired by a different faculty member, who brings his/her unique perspective to the meet.

Academic governance at programme level is built through:

- a) The programme academic council reviews curriculum changes and decisions related to academic standards.
- b) Area advisory councils review area specific curriculum with industry leaders, and build initiatives to keep curriculum current.
- c) In a recent initiative, an institute academic board has been set up, and will review and maintain consistency of standards across programmes. A programme review process has been initiated by the board.

#### 5F Student Feedback on Institutional Governance/ Faculty performance

##### **Formal Feedback Structure for Students:**

A formal as well as informal system of feedback from students exists. As part of the formal feedback, the students provide a quantitative and qualitative feedback on course content and instructional effectiveness of each course twice - once toward the middle of a course and again upon completion of the course. The parameters for evaluating course content and instructional evaluation are clearly defined and cover: (a) conceptual rigor; (b) practical relevance; and (c) structure and process (d) clarity on course coverage and course objective.

All feedback from students is reviewed by the programme office and the chairperson of the programme. Both the feedbacks are shared with the course faculty. Wherever a corrective action is needed, the same is discussed with the faculty.

The purpose of the mid-course assessment is to enable timely intervention in case any correction is required. In those circumstances the programme head speaks with the concerned faculty member to assess if there is a need for modifying the teaching style, content and delivery at this stage. The programme head and the faculty member concerned then consider modifications to teaching style, content or delivery.

For each course, a student course coordinator is nominated and acts as a point of contact with the programme office and the faculty to share informal feedback in both directions.

The faculty use the course co-ordinators to get early informal feedback to assess the level of achievement of learning outcomes. Based on such informal feedback the faculty sometimes modify their pedagogy and approach to delivering the course.

Each programme has a number of student committees and one of them is Academic Committee (ACADCOM). This committee forms the voice of the students on academic matters and channels the student feedback related to work load balancing, session scheduling, assignments or any other academic issue which the students may like to bring to the notice of the programme office. The ACADCOM has regular meetings with the programme head to discuss the academic progress which allows the programme head to feel the pulse of academic progress in the programme.

Additionally, the leadership team also conducts town halls at regular intervals to get feedback on all aspects of student experience in the program, including course content and delivery.

#### **Informal Mechanisms for Student Feedback:**

The School has a strong culture of informal interactions between student-faculty and student-programme office. The School encourages 'open-door-culture,' wherein students can approach a faculty member as well as the programme office whenever there is a need. As students across programmes live on campus when classes are in session and many faculty members do as well, there are frequent interactions among faculty members and students outside the school. Faculty members routinely take advantage of such interactions to reach out and students to seek feedback and provide counselling. The school believes that this culture is a vital component in creating a deeper relationship between the students and the school.

#### **5G Grievance Redressal mechanism for Faculty, staff and students**

The institute has a Grievance Redressal Committee which can be reached at [grc@spjimr.org](mailto:grc@spjimr.org).

If a student wishes to express a grievance about another participant or a faculty or staff member, he/she may discuss the grievance with the Grievance Redressal Committee or the Programme Chairperson. The Committee or the Programme Chairperson, in consultation with the Dean shall review the complaint and decide how it should be addressed.

Students can represent all their academic problems to their Programme co-ordinator and all administrative problems to the Registrar. In case the problem is out of their purview, it is placed before the grievance cell, which can make suitable recommendations to the Dean.

The Dean is the final authority to redress all grievances.

5H Establishment of Anti Ragging Committee

Yes

5I Establishment of Online Grievance Redressal Mechanism

Yes (grc@spjimr.org)

5J Establishment of Grievance Redressal Committee and Appointment of OMBUDSMAN

Yes

5K Establishment of Internal Complaint Committee (ICC)

Yes

5L Establishment of Committee for SC/ ST

Yes

5M Establishment of Internal Quality Assurance Cell

Yes

## 6. Programmes

6A Name of Programmes approved by AICTE

- Post Graduate Diploma in Management
- Post Graduate Programme in Management under the AICTE nomenclature of Post Graduate Diploma in Management (Executive)
- Fellowship Programme in Management

6B Name of Programmes Accredited by AICTE

Not Applicable

6C Status of Accreditation of the Courses

Total number of Courses: 3

No. of Courses for which applied for Accreditation: 1 (PGDM)

Status of Accreditation: PGDM accredited for 5 years (July 2016 to June 2021)

**6D** For each Programme the following details are to be given:

Name	No. of Seats	Duration	Admission Cutoffs	Fees
PGDM	240 + 36 (PIO)	2 Yrs	<a href="https://www.spjimr.org/pgdm/admissions/india">https://www.spjimr.org/pgdm/admissions/india</a>	
PGDM (Exec)	180	15 Months	<a href="https://www.spjimr.org/pgpm/admissions">https://www.spjimr.org/pgpm/admissions</a>	
FPM	5	4 Yrs	<a href="https://www.spjimr.org/fpm/admissions">https://www.spjimr.org/fpm/admissions</a>	

**6E** Placements

Batch	Min Salary (in lakhs)	Max Salary (in lakhs)	Avg Salary (in lakhs)
PGDM 2017-2019	12 LPA	46.5 LPA	22.9 LPA
PGDM 2016-2018	14 LPA	40 LPA	22.24 LPA
PGDM 2015-2017	12 LPA	39.5 LPA	20.9 LPA
PGDM (Exec) 2018	12 LPA	61.7 LPA	18.05 LPA
PGDM (Exec) 2017	12.5 LPA	29.58 LPA	18.02 LPA
PGDM (Exec) 2016	11.1 LPA	35.42 LPA	16.48 LPA

**6I** Details of Programme(s) having Twinning and Collaboration with Foreign University(s)

Not Applicable

**7.** Faculty

Permanent Faculty: 58

Adjunct Faculty: 19

Permanent Faculty to Student Ratio = 1 : 11

Number of Faculty employed during the last three years: 25

Number of Faculty left during the last three years: 13

**8.** Profile of DEAN and Faculty

<https://www.spjimr.org/faculty>

**9. Fee****9A Details of fee and time schedule for payment of fee**

Programme	Details available at
PGDM	<a href="https://www.spjimr.org/pgdm/admissions/india">https://www.spjimr.org/pgdm/admissions/india</a>
PGDM (Exec)	<a href="https://www.spjimr.org/pgpm/admissions">https://www.spjimr.org/pgpm/admissions</a>
FPM	<a href="https://www.spjimr.org/fpm/admissions">https://www.spjimr.org/fpm/admissions</a>

**9B No. of Fee waivers granted with amount and name of students**

NIL

**9C Number of scholarship offered by the Institution, duration and amount***Annexure 9C***9D Criteria for fee waivers/scholarship***Annexure 9C***9E Estimated cost of Boarding and Lodging in Hostels**

Hostel Accommodation (Triple-Common-AC): Rs. 75,000/- per year

Food and other expenses: Rs. 1,00,000/- per year

**10. Admission****10A Number of seats sanctioned with the year of approval**

Programme	2019-2020	2018-2019	2017-2018
PGDM	240 + 36 (PIO)	240 + 36 (PIO)	240 + 36 (PIO)
PGDM (Exec)	180	180	180
FPM	5	5	5

10B Number of Students admitted under various categories each year in the last three years			
Programme	2019-2020	2018-2019	2017-2018
PGDM	236 + 1 (PIO)	240 + 0 (PIO)	234 + 5 (PIO)
PGDM (Exec)	133	143	136
FPM	4	2	4

10C Number of applications received during last two years for admission under Management Quota and number admitted

We do not have a Management Quota

**11. Admission Procedure**

11A Mention the admission test being followed, name and address of the Test Agency and its URL (website)

Test	Details of Agency	URL
Common Admission Test	Indian Institutes of Management	<a href="https://iimcat.ac.in">https://iimcat.ac.in</a>
Xavier Aptitude Test	XLRI - Xavier School of Management	<a href="http://www.xatonline.in">http://www.xatonline.in</a>
Graduate Management Admission Test	Graduate Management Admission Council (GMAC)	<a href="http://e-gmat.com">http://e-gmat.com</a>

11B Number of seats allotted to different Test Qualified candidate separately (AIEEE/ CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test)

There is no fixed number of seats against a particular Entrance Test, however, based on last three years intake following are the numbers:

Batch	CAT	XAT	GMAT
PGDM 2019-2021	182	52	3
PGDM 2018-2020	202	35	3
PGDM 2017-2019	184	51	6
PGDM (Exec) 2019	21	5	117
PGDM (Exec) 2018	13	12	111
PGDM (Exec) 2017	19	9	110



11C Calendar for admission against Management/vacant seats

Not Applicable

11D Calendar for Admission - PGDM Programme

Opening date of request for applications: September 23, 2018

Last date of request for applications: November 23, 2018

Last date of submission of applications: November 23, 2018

Dates for announcing final results: March 14, 2019

Release of admission list: March 14, 2019

Date for acceptance by the candidate: March 24, 2019

Last date for closing of admission: June 18, 2019

Starting of the Academic session: June 18, 2019

11E Calendar for Admission - PGDM (Executive) Programme

Opening date of request for applications: February 13, 2019

Last date of request for applications: August 18, 2019

Last date of submission of applications: August 18, 2019

Dates for announcing final results: August 6, 2019

Release of admission list: August 6, 2019

Date for acceptance by the candidate: October 9, 2019

Last date for closing of admission: September 30, 2019

Starting of the Academic session: October 11, 2019

12. Criteria and Weightages for Admission

12A Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc. and minimum level of acceptance, if any.

Name	Details available at
PGDM	<a href="https://www.spjimr.org/pgdm/admissions/india">https://www.spjimr.org/pgdm/admissions/india</a>
PGDM (Exec)	<a href="https://www.spjimr.org/pgpm/admissions">https://www.spjimr.org/pgpm/admissions</a>
FPM	<a href="https://www.spjimr.org/fpm/admissions">https://www.spjimr.org/fpm/admissions</a>

12B Mention the cut-off levels of percentage and percentile score of the candidates in the admission test for the last three years

Batches	CAT	XAT	GMAT
PGDM 2019-2021	86.36 Percentile	86.26 Percentile	85 Percentile
PGDM 2018-2020	85.86 Percentile	86.56 Percentile	710 Score
PGDM 2017-2019	86.63 Percentile	97.91 Percentile	680 Score
PGDM (Exec) 2019	84.01 Percentile	84.92 Percentile	550 Score
PGDM (Exec) 2018	84.1 Percentile	83.59 Percentile	550 Score
PGDM (Exec) 2017	83 Percentile	90.04 Percentile	550 Score

12C Display marks scored in Test etc. and in aggregate for all candidates who were admitted

Batches	Graduation Percentages		
	Average	Highest	Lowest
PGDM 2019-2021	83.66	98.20	67.81
PGDM 2018-2020	83.23	97.20	62.89
PGDM 2017-2019	82.27	97.42	62.33
PGDM (Exec) 2019	73.79	94.70	55.10
PGDM (Exec) 2018	74.99	97.80	59.01
PGDM (Exec) 2017	73.47	95.47	55.50

**13. List of Applicants**

13A 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. List of candidate who have applied along with percentage and percentile score for Management quota seats

[admissions.pgdm@spjimr.org](mailto:admissions.pgdm@spjimr.org)

**14. Results of Admission Under Management seats/Vacant seats**

Not Applicable

## 15. Information of Infrastructure and Other Resources Available

### 15A Instructional Area

A total instructional area of 2,016.99 Sqmtrs Includes Classrooms, tutorial rooms, etc.

### 15B Library Details

#### i. Number of Library books/ Titles/ Journals available

Books: Number of Titles: 24855

Books Volume: 27533

No of E-books: 34651 + (E-book Central from ProQuest)

#### ii. List of online National/ International Journals subscribed (*Annexure 15Bi*)

#### iii. E-Library facilities

Online Journals Databases are subscribed by Our Library

a) EBSCO: Business Source Complete

b) ProQuest: ABI/Inform Complete

c) Taylor & Francis

d) Science Direct(Elsevier) (Two Subject Collection BMA + EEF)

e) Informs

f) Emerald

g) JSTOR Archive

27 different databases are subscribed by the Library. (*Annexure 15Biii*)

### 15C Laboratory and Workshop Details

Not Applicable

### 15D Computer Facilities Details

- Computer Centre Area: 301.42 Sqmtrs including a lab of area 90.11 Sqmtrs
- No. of PCs: Computer Labs - 52; Staff - 235; Faculty - 65 (Laptops); Servers - 20
- Internet Bandwidth: Total 400 mbps (1:1), [2 lines of 200 mbps (1:1) each]; 4 mbps (1:1) dedicated for Video conferencing / Video streaming.
- Number and configuration of System: 265 nos.; Brands: HP, Dell, Lenovo; Processors: Intel i3, i5, i7; RAM: 4, 8, 16 & 32 GB; HDD: 500, 1 TB, 2 TB; NComp clients: 35 nos.
- Total number of system connected by LAN: 900+ (Servers, Desktops & Laptops)

- Total number of system connected by WAN: 10
- Major software packages available: SPSS 26 with AMOS; Bloomberg terminal in Library; STATA; Examsoft's Exemplify; Online Databases on Library portal (accessible 24\*7 off campus as well) - 25 nos; Tableau 2019 in CC Lab; R & R Studio; Nvivo; Accord Fintech; @Risk 7.5; MS Project 2016; XL Miner

#### 15E Other Cells

- [Innovation Cell](#)
- [Social Media Cell](#)
- Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments - In progress

#### 15E List of facilities available - Games and Sports Facilities, Extra-Curricular Activities, Soft Skill Development Facilities

The Bhavan's SPJIMR is a part of a campus is spread over an expanse of 45 acres in the heart of Mumbai city, the commercial capital of India and a global financial hub.

The campus is equipped with all the modern amenities characteristic of a world-class educational establishment. With a variety of pedagogic, co-curricular and extra-curricular activities and resources available on the campus, it encourages a highly enhanced learning experience.

The campus comprises of residential facilities, cafeterias, classrooms and learning centres including a library, Amphitheatre, Auditorium and 24x7 Wi-Fi connectivity.

Apart from the existing spaces provided as living and academic experience such as classroom, playground for sports activities, Music room and space for annual cultural fest, the institute has built (Nos.) of additional group work area, classrooms, state of art technology along with DT Lab.

Spacious classrooms have been built with high end technologies for student and faculty teaching-learning experience. The new Library (space) provides study facilities, plus access to specialist business books, journals and online resources alongside specialist facilities such as a Bloomberg trading room. The long opening hours and café next to it make it a comfortable and convenient place to study.

Students have access to computers in the computer campus, wireless networks across Bhavan's campus. There are other facilities like free car parking, cycle parking, hostel rooms, night canteen facilities, health and wellbeing facilities, access to ATM and Bank in the campus, membership to sports and recreation facilities and a gymnasium.

The goal of the curriculum development and management process at the School is to attain higher levels of quality in faculty-student interactions. The process at the School is guided by Programme Teams for each respective Degree Programme. Across programmes, curriculum is managed in multiple stages and engages several constituents.

The programmes have adequate measures to ensure that Masters level learning is achieved. These include:

1. Feedback Mechanisms for the courses
  - a) The students provide qualitative and quantitative feedback on every course. This feedback is reviewed by the programme and shared with the teaching faculty.
  - b) Every year the feedback is taken from Industry members during the advisory board meetings.
  - c) Feedback from the Alumni is also taken in meetings conducted with the programme team.
2. Curriculum Review
  - a) Curriculum is reviewed by the programme team every year and modified as needed.
  - b) Each of the Areas also have an Area Advisory Council comprising industry representatives, alumni and faculty. The council meets once in a year to review the curriculum and make modifications as needed.
3. Focused Group Feedback comprising the faculty concerned & Area Chairs
  - a) Discussion with ACADCOM participants, a students' academic body, also sharing the course outlines with area chairs for their suggestions for course credits/sessions from the area.
4. Bench-marking of the curriculum with National and International Business schools
  - a) Bench marking based on parameters such as area wise courses, number of hours, and credits.
5. AoL (Assurance of Learning) Process
  - a) All courses and their assessments are mapped with the Programme Learning Goals / Learning Objectives
  - b) For AOL mapped courses, the learning of the students is measured and reviewed with the faculty and area heads in the closing the loop meetings. The recommendations for improvement are decided during the same meeting.

- c) Introduction of new courses or topics by mapping existing curriculum with Programme LG/LO

6. Institute Academic Board

- a) IAB is an institute level body that reviews the academic processes and ensures that Institute standards are met across all programmes.

7. Programme Academic council:

- a) Academic committee comprises the School's senior administration and faculty representatives. This body provides guidance and supervision to academic matters of the programme.

All matters related to curriculum design, academic policies, assessment etc. are presented to the committee for approval.

15G For each Post Graduate Courses give the following:

- Title of the Course
- Curricula and Syllabi
- Laboratory facilities exclusive to the Post Graduate Course

15H Special Purpose

- Software, all design tools in case
- Academic Calendar and frame work

16. Enrolment of students in the last 3 years

Academic Year	PGDM	PGDM (Exec)	FPM
2019-2020	236 + 1 (PIO)	133	4
2018-2019	240 + 0 (PIO)	143	2
2017-2018	234 + 5 (PIO)	136	4

17. List of Research Projects/ Consultancy Works

- i. Number of Projects carried out, funding agency, Grant received (*Annexure 17i*)
- ii. Publications (if any) out of research in last three years out of masters projects - Not Applicable
- iii. Industry Linkages (*Annexure 17ii*)
- iv. MoUs with Industries (minimum 3) (*Annexure 17iii*)

18. LoA and subsequent EoA till the current Academic Year

<https://www.spjimr.org/content/aicte-approvals>

19. Accounted audited statement for the last three years

*Annexure 19A, 19B, 19C*

20. Best Practices adopted, if any

*Annexure 20*

Note: Suppression and/or misrepresentation of information shall invite appropriate penal action.

The Website shall be dynamically updated with regard to Mandatory Disclosures