

## Appendix 10

### Format for Mandatory Disclosure

Mandatory Disclosure	Updated on 01 July 2018.
1	AICTE File No. Central/1-3323986788/2017/EOA
	Date & Period of last approval 30-Mar-2017 , 2018-19
2	Name of the Institution Sapphire Institute of Business Management, Indore
	Address of the Institution Gram Borkhedi, Post Harsola,
	City & Pin Code Tehsil Mhow, Dist – Indore 453441
	State / UT Madhya Pradesh
	Phone number with STD code 9977404051
	FAX number with STD code
	Office hours at the Institution 10:00 a.m. to 05:00 p.m.
	Academic hours at the Institution 10:00 a.m. to 04:40 p.m.
	Email <a href="mailto:info@sapphireinstitute.in">info@sapphireinstitute.in</a>
	Website <a href="http://www.sapphireinstitute.in">www.sapphireinstitute.in</a>
	Nearest Railway Station(dist in Km) Harnya Khedi (Dist 3.0 Km.)
	Nearest Airport (dist in Km) Devi Ahilya Airport, Indore. (Dist 40 Km.)
3	Type of Institution Private-Self Financed
	Category (1) of the Institution Non Minority
	Category (2) of the Institution Co-Ed
4	Name of the organization running the Institution Nest Educational and Welfare Society, Indore
	Type of the organization Society
	Address of the organization Plot No. 212 Flat No. 201 S S Pride, Gulab Bag Colony Bombay Hospital Road, Dewas Naka Indore 452010 (M.P.)

Registered with	Madhya Pradesh Society Registration Act 1973 (Year 1973 Ka No. 44)
Registration date	30.09.2014
Website of the organization	www.sapphireinstitute.in
5 Name of the affiliating University	Not Applicable
Address	Nil

Website	Nil
Latest affiliation period	Nil

6 Name of Principal	Dr. Neha Tiwari
Exact Designation	Principal
Phone number with STD code	7415996126
FAX number with STD code	--
Email	nehatiwarisibm@gmail.com
Highest Degree	Ph. D.
Field of specialization	Marketing

7	Governing Board Members
Frequency of meetings	

### **BOARD OF GOVERNORS**

#### **Sapphire Institute of Business Management, Indore**

Sr. no.	Name of Member	Particular	Nominee appointed by	Details
1	Mr. Mohammad Irshad	Chairman	Nominated by Society	Entrepreneur & Businessman
2	Shri. Jitendra Singh Anjana	Member	Nominated by Society	Entrepreneur & Industrialist
3	Mr. Ranjan Mittal	Member	Nominated by Society	Educationist
4	Mr. Niraj Jain	Member	Nominated by Society	Industrialist
5	Mr. Ajay Tibarewal	Member	Nominated by Society	Industrialist
6	Prof. P.S. Bisen	Member	Nominated by Society	Educationist
7	Regional Officer, Western Regional office, AICTE Mumbai	Member	Nominee of AICTE	Regional Officer AICTE
8	Dr. Atul Upadhyay	Member	Nominated by Society	Educationist
9	Nominee of State Govt.	Member	Nominated by DTE	Ex. Official
10	Director of Institute	Member Secretary	Nominated by Society	Director
11	Faculty of Institute	Member	Nominated by Society	faculty of Institute
12	Faculty of Institute	Member	Nominated by Society	faculty of Institute

Frequency of Meeting: Twice a Term.

8	Academic Advisory Body	All the Board of Governors in Academic Advisory Body
9	Organizational Chart	<pre> graph TD     GB[Governing Body] --&gt; C[Chairman]     C --&gt; D[Director]     D --&gt; Dean[Dean]     D --&gt; DT[Dean T &amp; P]     D --&gt; Registrar[Registrar]          Dean --&gt; HA[Head Acad]     HA --&gt; DH[Department Heads]     DH --&gt; P[Professors]     DH --&gt; LT[Lab Technicians]     P --&gt; AP[Asst Profs]     AP --&gt; L[Lecturers]     LT --&gt; Peons          DT --&gt; TPO[A. TPOs]     DT --&gt; OS[Office Staff]          Registrar --&gt; DRA[Dy. Registrar Academic]     Registrar --&gt; DRN[Dy. Registrar Non-Academic]     Registrar --&gt; DRM[Dy. Registrar Maintenance]          DRA --&gt; OS1[Office Suppl.]     OS1 --&gt; C1[Clerks]          DRN --&gt; OS2[Office Suppl.]     OS2 --&gt; C2[Clerks]          DRM --&gt; MS[Maintenance Supervisors]     MS --&gt; MS1[Maintenance Staff] </pre>

10	Student feedback mechanism on Institutional Governance/faculty Performance	Every semester feedback forms are taken from the students and analyses and necessary changes are communicated to the staff members for improvement
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11	Grievance redressal mechanism for faculty, staff and students	<p>A Complaint box is placed in college campus, students and staff members are asked to put their grievance in the complaint box every week</p> <p>Every week the letter are collected and problem are discussed and solved.</p>
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12	Name of the Department*	<ol style="list-style-type: none"> <li>1. Finance</li> <li>2. Human Resource Management</li> <li>3. Marketing</li> <li>4. Information System Management</li> <li>5. Operations Management</li> <li>6. International Business</li> </ol>
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Course		<ul style="list-style-type: none"> <li>PGDM – Post Graduate Diploma in Management</li> <li>PGDM (IB) - Post Graduate Diploma in Management – International Business</li> </ul>
Level		PG
1 <sup>st</sup> Year of approval by the Council		2015 - 2016

## Year wise Sanctioned Intake

Sr. No	Name of Course	Sanctioned Intake			
		2015-16	2016-17	2017-18	2018-19
1	PGDM – Post Graduate Diploma in Management	60	60	60	60
2	PGDM (IB) - Post Graduate Diploma in Management – International Business	120	120	120	120

Average Pay package, Rs./Year

43500/-

Students opted for Higher Studies

Professional activities

Yes

Consultancy activities

Yes

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Name of Teaching Staff\*

## Teaching Staff List

Sr. No	Middle Name	Exact Designation	Gender	Date Of Joining
1	Dr. Neha Sharma	Associate Professor	Female	01/07/2015
2	Mr. Akhilesh Sharma	Asst Professor	Male	05/07/2016
3	Dr. Preeti Naik	Associate Professor	Female	08/07/2016
4	Mrs. Nidhi Jain	Asst Professor	Female	18/07/2016
5	Mrs. Shilpy Goswami	Asst Professor	Female	19/09/2016
6	Mrs. Meenakshi Grover	Asst Professor	Female	03/10/2016
7	Mrs. Akansha Sharma	Asst Professor	Female	24/10/2016
8	Mr. Sumit Bhadoriya	Asst Professor	Male	15/11/2016
9	Mr. Vikas Thakur	Principal	Male	21/11/2016
10	Mrs. Preeti Shrivastav	Asst Professor	Female	05/12/2016
11	Ms. Archana Pandey	Asst Professor	Female	28/12/2016
12	Ms. Vandana Purviya	Asst Professor	Female	28/12/2016
13	Ms. Shilpa Verma	Asst Professor	Female	28/12/2016
14	Mr. Akshay Mahrshi	Asst Professor	Male	01/01/2017
15	Ms. Yadavangini Bagzai	Asst Professor	Female	01/12/2017
16	Ms. Shazia Akhlaq	Asst Professor	Female	01/12/2017
17	Mr. Prashant Tiwari	Asst Professor	Male	01/12/2017
18	Dr. Ankit Laddha	Associate Professor	Male	11/07/2018

Entrance test / admission criteria

CAT, XAT, CMAT, ATMA, MAT, GMAT

	Admission Calendar	As per guidelines of AICTE
15	PIO quota	No
	Infrastructural information^ Classroom/Tutorial Room facilities	Yes
16	Laboratory details Computer Centre facilities	Yes
	Library facilities	Yes
17	Auditorium / Seminar Halls / Amphi	Yes
	Cafeteria	Yes
	Indoor Sports facilities	Yes
	Outdoor Sports facilities	Yes
	Gymnasium facilities	Yes
	Facilities for disabled	Yes
	Any other facilities	
	Boys Hostel	Yes
	Girls Hostel	Yes
	Medical & other Facilities at Hostel	Yes
Academic Sessions	As per guidelines by AICTE	
18	Examination system, Year / Sem	Semester
	Period of declaration of results	within 45 days
	Counseling / Mentoring	See Annexure XI
	Career Counseling	Yes
	Medical facilities	Yes
19	Student insurance	Yes
	Name of the Information Officer for RTI	Avinash Patil
	Designation	Assistant Registrar
	Phone number with STD code	700348704
	Email	infosibmindore@gmail.com