

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.

I. Name of the Institution

- ❖ KERALA INSTITUTE OF TOURISM AND TRAVEL STUDIES,
Residency, Thycaud, Thiruvananthapuram – 695014, Telephone:
0471 – 2329539, 2329468, Fax: 0471 – 2323989, email:
kitts@vsnl.com

II. Name & Address of the Director

Dr Rajashree Ajith
Director
KERALA INSTITUTE TOURISM AND TRAVEL STUDIES
Residency, Thycaud, Thiruvananthapuram – 695 014

III. Principal

Dr. B. Rajendran

IV. Governance

- ❖ Members of the Executive Committee and their brief background

1	Chairman Minister for Tourism Government of Kerala
2	Vice-Chairman Secretary (Tourism) Government of Kerala
3	Member Add Secretary (Finance) Government of Kerala
4	Member Director (Tourism) Government of Kerala
5	Member Managing Director Kerala Tourism Development Corporation (KTDC)
6	Member – Convener Director Kerala Institute Tourism and Travel Studies (KITTS)

- ❖ PG Board of Studies - University of Kerala.

- ❖ Frequency of the Board Meetings and Academic Advisory Body.

As per the rules of the Institute, the Executive Committee has to meet at least twice an year and the General Body at least once.

- ❖ Organizational chart and processes

Academic Staff

1. Dr Rajashree Ajith (Director)
2. Dr. B. Rajendran(Principal, KITTS)
3. Dr. C K Venugopal (Asst Professor – Computer Applications) - M.Sc., MCA, PGDIM, Certificate course in German Language, Business English Certificate – 2
4. Mrs. Sindhu S (Asst Professor – Management Studies) – BA (Econ), MBA
5. Mr R Babu. (Asst Professor– Tourism) - B.A econ), MTA, NET
6. Mr Saroop Roy Asst Professor – Tourism) –
7. Dr Harikrishnan P K Asst Professor Tourism
8. Dr Ajay K L
9. Smt Aparna L S
- 10.Smt neethulakshmi M J
- 11.Smt Harishma hari
- 12.Sri Rajeshkumar M I
- 13.Mr.Annesh K S
- 14.Sri Sajin V S
- 15.Sri Rahulmon G R

Administrative and Support Staff

1. Mr Joe C Kathilankal(Administrative Officer)
2. Mr. Mohammed Ansel H (Finance Officer)
3. Mrs. Mini P (Manager)
4. Mrs Indulekha (Accountant)
5. Mrs Vineetha P(Typist Clerk)
6. Mrs. Anumol (Receptionist cum Typist)
7. Mrs Priya (Clerk)
8. Dr. Niruba Sethukumari (Assistamt Librarian)
9. Mr K K Pramod (Driver cum Peon)
- 10.Mr. Manoj (Driver)
- 11.Mr. Sajith Kumar E (Peon)
- 12.Mrs. Rajani(Peon)
- 13.Mr . Shibu D S (Lab Assistant)

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

KITTS is a registered ISO 9001: 2000 institute and follows quality procedures in its academic and training activities. Roles are defined for the students and faculty in the quality procedures for achieving continuous improvements.

V. Programmes

- ❖ Name of the Programmes (Full Time) approved by the AICTE.

MBA with specialization in Travel & Tourism

- ❖ Name of the Programmes (Part Time) approved by the AICTE.

Nil

- ❖ Name and duration of programme(s), if any, not approved by AICTE and being run in the same campus.

- Nil

- ❖ Details of AICTE approved programme:

- Name: MBA
- Number of seats: 60
- Duration: 2 years (4 semesters)
- Cut off mark for admission during the last 2 years:

- Fee: Rs. 45,000 per semester
 - Placement Facilities: Assistance through the Placement Cell of KITTS
 - Campus placement in last two years with minimum salary, maximum salary and average salary: New (All students of last MBA batch got placement with salaries in the range Rs. 10000 to Rs. 25000 per month)
- ❖ 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.
- Nil

Details of the Foreign Institution/University:

- Name of the University / Institution
-)
 - Is the Institution/University Accredited in its Home Country
 - Ranking of the Institution/University in the Home Country
 - 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 jobs both within and outside the country.
 - Complete details of payment a student has to make to get the full benefits of collaboration.
- ❖ For each Collaborative / affiliated Programme give the following:
- Number of seats
 - Admission Procedure
 - Fee
- ❖ 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.

VI. FACULTY

- ❖ Number of faculty members:
- Permanent faculty - 6
 - Visiting faculty - 5
 - Adjunct faculty
 - Guest faculty - 2

- ❖ Profile of each faculty with qualifications, total experience, age and duration of employment at the institute concerned.

Sl.No	Name of faculty	Designation	Qualification	Experience
1		Director	1.	
2	Dr B Rajendran	Principal		
3	Dr.Venugopal C. K.	Associate Professor Computer Sciences & Systems Applications	1. M.Sc (Physics) 2. MCA 3. Part time Certificate Course in German Language 4. Business English Cert. Programme 5. PGDIM	Programmer at MicroGate, Thiruvananthapuram Programmer at DBSS, Madras Now working as AP in the Institute w.e.f. 19.02.1996
5	Sindhu S.	Asst Professor Management Studies	1. BA (Economics) 2. MBA	Management Trainee in M/s. LG Balakrishnan & Bros Faculty, University Institute of Technology, Kerala University Working as AP in the Institute w.e.f. 17.8.1998
6	R Babu 28 years	Asst professor Tourism	1. BA (Economics) 2. MTA	Working as AP in the Institute wef 1.1.2009
7				
8				
9				
10				

❖ Whether student assessment of faculty is in force - Yes

VII. FEE

❖ Details of fee, as approved by the Executive Committee, for the Institution.

- Rs. 45,000/- per semester

❖ Time schedule for payment of fee for the entire programme.

- At the beginning of Semesters

❖ Fee waivers granted with amount and name of students

- Fee concession for SC/ST students

❖ Number of scholarships offered by the institute with the name of students, duration and amount.

❖ Criteria for fee waivers/scholarships.

❖ Estimated cost of Boarding and Lodging in Hostels.

VIII. ADMISSION

❖ Number of seats sanctioned with the year of approval.

- 60 seats, 2005-06

IX. ADMISSION PROCEDURE

- ❖ Mention the admission test being followed, name and address of the Test Agency and its URL (website).
 - CMAT, AICTE , Newdelhi
 - KMAT ASC, Kerala

X. CRITERIA AND WEIGHTAGES FOR ADMISSION

- ❖ Describe each criteria with its respective weightages i.e. Admission Test, GD, Interview etc. 80% -CMAT/KMAT, 10% - GD, Interview – 10%
- ❖ Mention the minimum level of acceptance, if any, for any criteria. – 50%
- ❖ 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
- ❖ Mention last two years cut-off percentage & percentile (section-wise and/or total as the case may be) of the candidates called for GD / Interview.
- ❖ Display marks scored in Test, GD, Interview etc. and in aggregate for all candidates who come for GD/Interview etc.

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.

XI. APPLICATION FORM

- ❖ Downloadable application form, with online submission possibilities.

XII. LIST OF APPLICANTS

- ❖ List of candidates whose applicable have been received alongwith percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidates who have applied alongwith percentage and percentile score for Management quota seats.

XIII. CRITERIA FOR GD / PERSONAL INTERVIEW

- ❖ Norms adopted for calling the candidates for Group Discussion/Personal Interview. (It has to be strictly in order of merit.)

- ❖ Attributes for evaluation in GD/Interview.

XIV. RESULTS

- ❖ Composition of evaluation team with the brief profiles of members (This information be made available in the public domain after the admission process is over)
- ❖ Score of the individual candidates called for Group Discussion and Interview in each of the components including the test and in total, arranged in order of merit.
- ❖ List of candidates who have been offered admission in each category.
- ❖ Waiting list of the candidates in order of merit to be operative from the last date of joining of the first list candidates, categorywise.
- ❖ List of the candidates who joined within the date vacancy position in each category before operation of waiting list.

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