SANJAY MEMORIAL INSTITUTE OF TECHNOLOGY (SMIT) PPOST GRADUATE CENTRE FOR MANAGEMENT STUDIES Ankushpur, Berhampur, Odisha.

SELF STUDY REPORT

B. Profile of the Affiliated /Constituent College

1. Name and address of the college:

> Name: SANJAY MEMORIAL INSTITUTE OF TECHNOLOGY (SMIT),
> POST GRADUATE CENTRE FOR MANAGEMENT STUDIES
>
> Address: MBA Department, P.G.C.M.S., S.M.I.T, Brundaban Bihar, Ankushpur, Ganjam
> City: Berhampur, Pin: 761100, State: Odisha, Website: www.pgcmssmit.ac.in ,
> Email: mbapgcmssmit@gmail.com

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. Satyabrata Dash	O: 0680-2270086 R:9861386837	9861386837	0680-2270086	dr.dash3005@gmail.com
Vice Principal	Prof. Amiya Ranjan Sabat	O: 0680-2270086 R:9437260360	9437260360	0680-2270086	Amiyasabat2009@gmail.com
Steering Committee Co-ordinator	Prof. Amiya Ranjan Sabat	O: 0680-2270086 R:9437260360	9437260360	0680-2270086	Amiyasabat2009@gmail.com

3. Status of the of Institution :

   Affiliated College   √

   Constituent College

   Any other (specify)

4. Type of Institution:
   a. By Gender
      i. For Men
      ii. For Women
      iii. Co-education   √
   b. By shift
      i. Regular   √
      ii. Day
      iii. Evening

5. Is it a recognized minority institution?

   Yes

   No   √

If yes, specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

6. Source of funding:

   Government

   Grant-in-aid

   Self-financing   √

   Any other

7. a. Date of establishment of the college: 29.08.1980 (dd/mm/yyyy)

   b. University to which the college is affiliated /or which governs the college (If it is a constituent college)

Biju Patnaik University of Technology, Odisha

   c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)		
ii. 12 (B)		

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

   d. Details of recognition/approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/ clause	Recognition/Approval details Institution/ Department/ Program	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	AICTE	31.03.1994	One year	
ii.				
iii.				
iv.				

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

   Yes ☐   No ☑

   If yes, has the College applied for availing the autonomous status?

   Yes ☐   No ☐

9. Is the college recognized
   a. by UGC as a College with Potential for Excellence (CPE)?
   Yes ☐   No ☑
   If yes, date of recognition: …………………… (dd/mm/yyyy)
   b. for its performance by any other governmental agency?

   Yes ☐   No ☐

   If yes, Name of the agency …………………… and
   Date of recognition: …………………… (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Rural
Campus area in sq. mts.	4188.51
Built up area in sq. mts.	1500 Appx

   (* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities   √
- Sports facilities
  * play ground   √
  * swimming pool
  * gymnasium   √
- Hostel
  * Boys' hostel √
    i. Number of hostels 2
    ii. Number of inmates 12
    iii. Facilities (mention available facilities) Basic facilities
  * Girls' hostel √
    i. Number of hostels   1
    ii. Number of inmates   10
    iii. Facilities (mention available facilities) Basic facilities
  * Working women's hostel
    i. Number of inmates
    ii. Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff (give numbers available -- cadre wise)
- Cafeteria -- √
- Health centre – √

  First aid, Inpatient, Outpatient, Emergency care facility, Ambulance……. √

  Health centre staff – √

  Qualified doctor   Full time   √ Part-time   ☐
  Qualified Nurse   Full time   √ Part-time   ☐
- Facilities like banking, post office, book shops √
- Transport facilities to cater to the needs of students and staff √
- Animal house
- Biological waste disposal
- Generator or other facility for management/regulation of electricity and voltage √
- Solid waste management facility
- Waste water management
- Water harvesting √

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/approved Student strength	No. of students admitted
	Under-Graduate						
	Post-Graduate	MBA	2 years	Any Graduates	English	60	39
	Integrated Programmes P G						
	Ph.D.						
	M.Phil.						
	Ph. D.						
	Certificate courses						
	UG Diploma						
	PG Diploma						
	Any Other (specify and provide details)						

13. Does the college offer self-financed Programmes?

Yes □   No □√

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes		No	√	Number	

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	PG	Research
Science			
Arts			
Commerce			
Any Other not covered above		MBA	

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com…)

a. annual system [ ]

b. semester system [√/]

c. trimester system [ ]

17. Number of Programmes with   N/A

    a. Choice Based Credit System [ ]

    b. Inter/Multidisciplinary Approach [ ]

    c. Any other (specify and provide details) [ ]

18. Does the college offer UG and/or PG programmes in Teacher Education?

    Yes [ ]   No [√]

If yes,

    a. Year of Introduction of the programme(s)………………. (dd/mm/yyyy)
and number of batches that completed the programme [ ]

    b. NCTE recognition details (if applicable)
Notification No.: …………………………………
Date: …………………………… (dd/mm/yyyy)
Validity:………………………..

    c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?
Yes [ ]   No [ ]

19. Does the college offer UG or PG programme in Physical Education?

    Yes [ ]   No [√]

If yes,

    a. Year of Introduction of the programme(s)………………. (dd/mm/yyyy)
and number of batches that completed the programme [ ]

    b. NCTE recognition details (if applicable)
Notification No.: …………………………………
Date: …………………………… (dd/mm/yyyy)
Validity:……………………

    c. Is the institution opting for assessment and accreditation of Physical Education Programme separately?
Yes [ ]   No [ ]

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government *Recruited*										
Yet to recruit										
Sanctioned by the Management/society or other authorized bodies *Recruited*	01		03		06		07		02	
Recruited	01		03		04	02	06	01	01	01
Yet to recruit	0	0	0	0	0		0	0	0	0

*M-Male *F-Female

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.							
Ph.D.	01		01				02
M.Phil.						01	01
PG			02		04	01	07
Temporary teachers							
Ph.D.							
M.Phil.							
PG							
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

22. Number of Visiting Faculty /Guest Faculty engaged with the College.   02

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1		Year 2		Year 3		Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	02	01	01	0	02	0	02	0
ST	01	0	0	0	0	0	0	0
OBC	0	03	0	01	12	03	20	0
General	25	10	05	02	12	12	11	06
Others	0	0	0	0	0	01	0	0

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24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located		39			
Students from other states of India		0			
NRI students		0			
Foreign students		0			
Total		39			

25. Dropout rate in UG and PG (average of the last two batches) N/A

UG [　　　　　]   PG [　　　　　]

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component   Rs.44220

(b) excluding the salary component   Rs.25877

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes [　]   No [√]

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes [　]   No [　]

Name of the University which has granted such registration.

[　　　　　　　　　　　　　]

b) Number of programmes offered [　　　]

c) Programmes carry the recognition of the Distance Education Council.

Yes [　]   No [　]

28. Provide Teacher-student ratio for each of the programme/course offered 1: 6 ratio

29. Is the college applying for
    Accréditation :   Cycle 1   [√] Cycle 2 [ ] Cycle 3 [ ] Cycle 4 [ ]

    Re-Assessment: [ ]
    (Cycle 1refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)
    Cycle 1: ………………… (dd/mm/yyyy) Accreditation Outcome/Result…….. Cycle
    2: …………………… (dd/mm/yyyy) Accreditation Outcome/Result……..
    Cycle 3: …………………… (dd/mm/yyyy) Accreditation Outcome/Result……..
    * Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.

31. Number of working days during the last academic year.

    | 287 days |

32. Number of teaching days during the last academic year

    (Teaching days means days on which lectures were engaged excluding the examination days) | 287 days |

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

    IQAC …31.08.2012 (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

    AQAR (i)   ……………… (dd/mm/yyyy)

    AQAR (ii)   ……………… (dd/mm/yyyy)

    AQAR (iii) ……………… (dd/mm/yyyy)

    AQAR (iv) ……………… (dd/mm/yyyy)

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)

C. Criteria-Wise Inputs

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Vision:

- "To emerge as an international Business School, that creates truly world class leaders and unleashes technological pioneers to serve the global society."
- To achieve the vision as captioned above SMIT mould students of the college into well-meaning citizens of the nation through a socially committed, intellectually inclined culture driven and future oriented paradigm of learning.
- SMIT also creates an opportunity and empowers the students to aspire for contributing considerably to the nation's development through socialist and secular approach.

Mission:

SMIT would strive to create value in its products by including depth and intensity in its educational standards & harnessing the symbolic collaborations with industries, building team players and producing engineers through participation outside the classrooms. The college shall continue to foster talent and build on its rich repository of fame and prestige. The college shall continue to uphold its commitment to the nation in general and to the society in particular and perpetually strive to carry this out through a series of carefully crafted, tested and systematically executed steps of actions. College shall spare no effort to continue to spread further its academic potential and effulgence by providing conductive academic ambience for all classes of students and teachers.

Objectives:

- To introduce basic tools and concepts for decision- making.
- To train and develop some of the basic skills needed in handling day to day managerial situations.
- To build the confidence and competitiveness by projecting a positive image of themselves and their future as successful managers.
- Improvement of ethical reasoning by correlating moral concepts to business practices clarification of the values that determine managerial behavior.
- To develop entrepreneurial capabilities so as to assume role of effective change agent for social welfare.
- To develop the students to set standards of excellence in their managerial career.
- To prepare the students for Global Business Challenges.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

The curriculum prepared by the BPUT (to which the college is affiliated) is well transacted to the students after serious preparation as well as critical thought by the teacher concerned. Being an affiliated college, the radius of its autonomy is limited and this hinders, in many ways, its readiness to tune itself into the latest trends in education or into keeping up with global demands.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution for effectively translating the curriculum and Improving

teaching practices?

Once the curriculum is finalized in the affiliating university, the same is translated to the concerned institution by gazette and web site. Then institution prepares itself to keep abreast with the curriculum of the university. According to the curriculum and the student strength, the institution plans to mobilize the resources to effective translation of the curriculum with improvised teaching practices. The institution supports the teachers in all respect like manpower, infrastructure and guidance for effectively translating the curriculum and improving teaching practices.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

After receiving the curriculum before the session commences, the principal and the dean academics along with professors in their related fields join in meeting to discuss and finalise the action plan and resource plan for effective curriculum delivery and transaction, given by the affiliating university. Then the heads of instruct the faculty members of the concerned subject to submit the lesson plan to the academic head of the institution and a copy to department head. According to the lesson plan the faculty members make their internal daily plan and report of the progress to the department head. The department head review the progress and suggest the management accordingly for improvement on curriculum issues.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum? As the institution is offering only under graduate courses their hardly any chance of getting a interaction with industries and research bodies. However, the institution always interacts and network with the university in curriculum issues. The staff members of the college who represents the college in the academic council meeting of the affiliating university suggest and co-ordinate the issues related to the curriculum.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

It has already been mentioned that the institution has no autonomy so far as the curriculum design and development is concerned. In spite of the same college maintains a lead because many of its staff members are also representing the college in the academic council meeting of the affiliating university (BPUT).They all are well conversant to the BPUT norms, guide lines and bylaws related to the curriculum, which in turn helps the institution for procuring a better slot in matters development of the curriculum.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university)by it ? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

Yes! The institution also offers programmes other than those under the purview affiliating university. For those courses, the agencies who have franchised the institution to take the courses have given their own prepared syllabus. According

to the syllabus, the institution prepares lesson plan and study progress reports and submits to the concerned faculties.

1.1.8 How does institution analyze /ensure that the stated objectives of curriculum are achieved in the course of implementation?

The institution has its own formatted procedure to analyse and ensure the effective implementation of curriculum. Regular unit test, student feedback, personal counseling for student etc. are the few methods by which institution analyze and ensure that the stated objectives of curriculum are achieved in the course of implementation.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

The institution provides a professional degree as MBA programme, which consists of duel specializations (offered by BPUT). The specializations are Marketing, Finance, Human Resource, Information Technology and Operation.

1.2.2 Does the institution offer programs that facilitate twinning /dual degree? If 'yes', give details.

The institution is not offering any dual degree at present. However, it is under plan to offer programmes that facilitate twinning/dual degree in line of the technical degree and in benefit of the Management profession.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.

- Range of Core /Elective options offered by the University and those opted by the college
- Choice Based Credit System and range of subject options
- Courses offered in modular form
- Credit transfer and accumulation facility
- Enrichment courses
- The BPUT offers programs in a wide range of disciplines. The Core and Elective options offered are as follows: Marketing, Finance, Human Resource, Information Technology and Operation. Most of the electives offered with the core options are inter disciplinary in nature.
- The courses are to be completed within the period specified.
- No flexibility is given to pursue the programmes with reference to the period. BPUT is giving the stricture for the period.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

The college does not offer any self-financing courses.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

The institution offers various additional skill oriented programmes, relevant to regional and global employment markets. Those are SPSS, Tally, Soft skill training, Business Communication etc. The institution provides all its students with suitable skill development programmes.

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

No. The university has no such facility made available to the college. However only the conventional face-to-face mode of education is available.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The institution has broad objective so far as its academic programmes are concerned. In particular, the organization follows the guideline of the affiliating university. However, the university being a technical university keeps a stringent watch on the institutional goal and objectives. The academic programme are designed and approved in the academic council of the university in which all technical college represents with their faculty members. So upmost care is been taken while framing such academic programmes to nurture the institutional goal and objective.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

The institution has a little chance and scope to modify, enrich and organize the curriculum, as it is sole responsibility of the affiliating university and department of Industries. However, suggestions on the basis feedback analysis from the students and other stakeholder sent to the academic council for improvement on curriculum.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

The institution has no scope for integration of above sited issues in the curriculum However, in curriculum some of the value added activities such as co-curricular and extracurricular activities added to carter the students feel highly informative as well as practical knowledge base education.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?
- Moral and ethical values
- Employable and career options
- Societal orientation
- Participative and entertainment values.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum.

- Students' feedback to access the teaching pattern of Teachers.
- Students' feedback concerning Live case studies and extracurricular activities.
- Faculty feedback to access students' performance.
- Student Faculty interaction.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programs?

      In time to time the members of quality improvement committee conduct surprise supervision in order to access the actual quality of the performance.

1.4   Feedback System

1.4.1   What are the contributions of the institution in the design and development of the curriculum prepared by the University?

      The institution is one of the affiliated colleges of the principal organization BPUT. It has nothing to do with curriculum design & development of the programmes. The entire responsibility is with the affiliating organization that normally designs, develops and implements programme as scheduled. However, the institution has its representation in the academic committee of the affiliating University.

1.4.2   Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

      Yes. The institution has a formal mechanism to obtain feedback from students and stakeholders. The institution has got a feedback form to collect feedback from students, alumni and other stakeholders. It also holds seminars on curriculum in which the invitees are requested to give their feedback on curriculum.

      The feedback obtained is discussed in the HOD meeting and with clear instructions to communicate the same to other faculty members for further improvement. The feedback is communicated to the Management for appropriate action through the staff members who are part of the Board of studies in the particular subjects.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)

No. The institution during the last four years introduced new programs/courses. But the management on the basis of demand, and if the necessity is felt can introduce a program within a period of 6 months. The management has its own guidelines for introduction of any programs and courses after getting an approval /authorization from the principal organization.

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1   Student Enrolment and Profile

2.1.1   How does the college ensure publicity and transparency in the admission process?

      The institution adopts following medium for the publicity and transparency in the admission process along with the BPUT specified procedures for the same. The institution is having its own prospectus, which elaborates the detail of the admission process taking into consideration of BPUT guidelines for the admission process. However, Institutional Website, Advertisement in Regional/ National Newspapers and College Notice Board are other medium of publicity.

The BPUT provides affiliation to PGCMS, SMIT on the approval of AICTE, give publicity to the admission process through its website and newspapers. College also ensures publicity to the admission process through its website and advertisement in (Regional/National) newspapers. Students can apply for any course of their choice based on their qualification, OJEE guidelines and according to the norms of / CAT/ XAT/ MAT/ CMAT.

The college strictly follows the rules laid down by both the University and the government of Odisha to ensure transparency in the admission procedure.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

The admission of the Candidate shall be done basing on the merit list resulting from the Admission Test conducted by the Biju Patnaik University of Technology (BPUT)- OJEE. 15% of the seats are ment for the candidate who are having CAT/MAT/XAT scores Further 15% of the seats are reserved for NRI.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

The BPUT has given the detail about the cut off percentage of mark while the OJEE examination is being conducted. The minimum qualification for appearing the OJEE entrance examination and other Govt. approved entrance examinations is Graduation and the candidate should have obtained at least 50% marks (45% in case of candidate belonging to SC/ST category) at the qualifying examination. There is no age limit to for admission to MBA course

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process? N/A

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion
 * SC/ST
 * OBC
 * Women
 * Differently abled
 * Economically weaker sections
 * Minority community
 * Any other
      The college gives priority to the Students from disadvantaged community to bring them to the common main stream. However, the college has emphasized the women education, which is a national policy. Differently-abled are given equal opportunities at par with the general students however necessary extra supports of any kind is given to them to compete nationally and globally. The meritorious students from the economically weaker sections are given special scholarships and free ships to enjoy the academic facilities at par with others. Sports personnel's have their reservations in the academic equity.

However, the college also gives many opportunities to the socially backward classes like SC, ST and other Minorities.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

Programs	Number of applications	Number of students admitted	Demand Ratio
UG 1 2 3			
PG 1 MBA 2 3		39	
M.Phil.			
Ph.D.			
Integrated PG Ph.D.			
Value added 1 2 3			
Certificate 1 2 3			
Diploma 1 2			
PG Diploma 1 2 3			
Any other 1 2 3			

2.2   Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently- abled students and ensure adherence to government policies in this regard?

The institution strictly follows the guidelines of State and Central Government norms prescribed and gazette for the differently abled student sections. Periodical reviews are made to monitor the performance, equity and the institution helps them out in the process of admission and academics by remedial classes and personal attention inside and outside the campus which is beneficial to the differently- abled students.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the program? If 'yes', give details on the process.

Presently there is no such program to assess student's knowledge and skills before the commencement of the program.

2.2.3   What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students (Bridge/ Remedial/ Add-on/ Enrichment Courses, etc.) to enable them to cope with the program of their choice?

Immediately after the commencement of classes, the tutors of the concerned programs use to have interactive sessions with the students to identify their knowledge and skills as well as their drawbacks in the programs of their choice. They give due attention and guidance to improve them by value added activities such as co-curricular and extracurricular activities added to carter the students feel highly informative as well as practical knowledge base education.

2.2.4   How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The college takes note of the present national concern regarding the gender, inclusion, environment related issues. The college also organizes awareness campaigns for national cause for saving the female child, environment and inclusion issues. Also the institution pays emphasis for women education and socially and economically back ward classes and creates special opportunities and privileges for the said group. In addition to the same college opted for co-education and gives special focus to the education of rural and tribal back ward classes of students.

The college also takes the cognizance of recent global environmental issues and makes awareness programs, seminars and workshops on the said issues. The students are insisted to take up various small projects on environmental aspect mitigation. The institution also initiated various programs to save environment in and around. The institution also creates a green and pollution free ambience within the premises.

2.2.5   How does the institution identify and respond to special educational/learning needs of advanced learners?

The institution judiciously evaluates the student performance through class test and makes their strength in specific by a set benchmark and assessing the strength, the institution takes proper strategy to develop students' performance. The advance learners are given advance assignment; advance skill development programmes, innovative project works abreast looking to the present employability scenario.

2.2.6   How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

As above, the institution collects individual student performances through class test, group discussions, debates, presentation etc. on specific programmes. The institute critically analyzes the same and compares the performance of the individual students setting up a benchmark, which in turn identifies the students' learning ability.

Based on the findings regarding the student's performance following strategies are adopted for development of the students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.

1. Addition of variety of academic routines (Assignments, Class room discussion of last five years question papers).

2. Making the learning fun and comfortable. Providing meaningful, concrete activities rather than abstract.

3. Tutorial and remedial classes for slow learners.

4. Parents of slow learners invited to discuss the progress with their words.

5. Financial adds, college sponsorship and scholarships also helps to bring out the economically weaker section students.

2.3   Teaching-Learning Process

2.3.1   How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

PGCMS, SMIT is a B. School affiliated to BPUT and has to adhere to the academic calendar published by the University. At the beginning of each academic year, faculty meetings held in all the departments and an academic programme (based on the academic calendar of the university) for the year/semester is prepared in consultation with the principal.

2.3.2   How does IQAC contribute to improve the teaching –learning process?

Institution has developed an internal quality assurance cell to sustain as well as monitor the activities related to teaching and learning processes. IQAC meets regularly to take a stock of teaching and learning progress as well as suggest the strategy to develop upon the teaching and learning process. On the basis of suggestion from the IQAC the college runs orientation programmes and refresher courses regularly for the teaching staff. IQAC periodically reviews the learning processes for the student and by the student and suggest remedial measures to bridge the gap of the student's knowledge and skill keeping in view the current academic era.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Presently we have a system to motivate the students through faculty counseling for active participation of students in project works, field trips, seminars, skill development for competitive exams and discussions on behavioral, soft skill developments.

The faculties use to support the students to bring out their difficulties through specific questionnaire. The skills are accessed and the difficulties are discussed in special question answer sessions.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The institution identifies the critical thinkers and helps them to surface their thoughts in action by the means of further support in finance, material and faculty. The guides help and guide the creative thinkers to perform well on their thoughts and brought them into action at various levels.

The guides also support them to publish their papers or their works in national and international level to give them an identity in various global forums.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The faculties are using the modern facilities like Internet, e-learning from various nationally and internationally famed open educational resources. Computer assisted learning has been introduced in all departments.

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

The institution allows and supports the students and faculties to participate in various national seminars, workshops and expert lectures for getting exposure in advanced level of knowledge and skills. The institution also organizes the Seminars, workshops and expert lectures from internationally famous organistions, institutions, universities, industries bodies.

2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?

Active support from Faculties, Former professors, Alumni, Industrial bodies help a lot in mentoring the students. Planned mentoring and tutor ward system exists for academic, personal, professional, psychosocial issues. The institution also organizes various such programmes, which help the students to adorn themselves with their internal strength and abilities on above factors. The programmes are conducted for all the students enrolled in the institution and the institution asks the experts for mentoring the students in the lagging matters. The institution also holds a committee to monitor the entire services and reviews intermittently and take corrective measures for the continuous development of the students' internal ability and strength as appropriate.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

Members of the faculty encourage the students to acquire knowledge in different ways. Thus interactive learning takes place thorough field work, study tours, group discussions, outdoor – camps, quizzes, workshops, audiovisual methods and so on. Group discussion, debates and seminars are conducted in the classes in which student's present papers.

Extension lectures by academic scholars, expert industrial bodies, literary personalities, folk performances and lecture demonstrations of classical art forms are offered to the students every year.

2.3.9 How are library resources used to augment the teaching-learning process?

There is a central library, which caters to the needs of the students and staffs. Library is open to all students and staffs of the college. The library has much numbers of books, reference books, journals to cater the student and faculty needs time to time.

There is a department library as well as a book bank installed to carter the specific requirement of books immediately as well as to refer relevant business articles

supporting to their studies. The institution also subscribes the various journals to strengthen the teaching and learning process.

2.3.10   Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

No the institution face no challenges in completing the curriculum within the planned period and calendar as the final curriculum is framed by BPUT. The institution is only responsible to execute the framed curriculum.

2.3.11   How does the institute monitor and evaluate the quality of teaching learning?

The institution has framed an academic committee, who use to monitor and evaluate the quality of teaching. The quality of teaching normally evaluated through students performance, feedbacks and faculty performance evaluation. Each department has a system for the evaluation of teachers by students, through a feedback mechanism. This is carried out during the teaching process. Based on the report from such feedbacks, appropriate action will be initiated by the principal, who is the committee head, to improve the quality of teaching. A report is prepared based on the feedback of the students on curriculum, course contents and other aspects of teaching learning and appropriate action is taken to improve the quality of the academics program.

2.4   Teacher Quality

2.4.1   Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	01	-	01	-	-	-	02
M.Phil.	-	-	-	01	-	-	01
PG	-	-	03	-	03	-	06
Temporary teachers							
Ph.D.	03	-	02	-	-	-	05
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-
Part-time teachers							
Ph.D.	-	-	-	-	-	-	-
M.Phil.	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	-

2.4.2   How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

It is not a regular phenomenon but guest faculties are generally invited to enhance the academic standard of different subjects along with the teaching of the existing faculty members. The appointment / selection of such faculties is the sole discretion of the management on the basis of the college requirements. The

management also heirs faculties looking into the growing demand and paucity of qualified senior faculty on temporary basis and the management sets standards and terms for the faculties for teaching.

2.4.3   Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of faculty Nominated
Refresher courses	-
HRD programmes	-
Orientation programmes	03
Staff training conducted by the university	-
Staff training conducted by other institutions	02
Summer / winter schools, workshops, etc.	02

b) Faculty Training programs organized by the institution to empower and enable the use of various tools and technology for improved teaching learning
  ❖ Teaching learning methods/approaches
  ❖ Handling new curriculum
  ❖ Content/knowledge management
  ❖ Selection, development and use of enrichment materials
  ❖ Assessment
  ❖ Cross cutting issues
  ❖ Audio Visual Aids/multimedia
  ❖ OER's
  ❖ Teaching learning material development, selection and use

c) Percentage of faculty
  ∗ invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies 10%
  ∗ participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies 10%
  ∗ presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies 10%

2.4.4   What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)

PGCMS, SMIT has created many opportunities for the scholars and faculties to evolve upon their creative and productive thoughts. The management has developed a policy to encourage and support those who have been performing at their best in academics and research. The institution providing grants, study leave, support for research etc. On the basis application of the interested teacher, on evaluation of his performance and academic credentials the management approves the fund, leave and other supports.

2.4.5   Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.
  • 04 recognitions

2.4.6   Has the institution introduced evaluation of teachers by the students and external

Peers ? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

Yes, the institution has created robust system for evaluation of teachers teaching and learning process of the students. The department has a system for the evaluation of teachers by students, through a feedback mechanism. In addition, the external peers are invited for joint meeting for collection of feedbacks to asses regarding the quality of teaching and learning. This is carried out intermittently in the duration of the course in PG level. Based on the report from such feedbacks, appropriate action used to be initiated by the principal to improve the quality of teaching. A report is prepared based on the feedback of the students on curriculum, course contents and other aspects of teaching – learning and appropriate action is taken to improve the quality of the academic program.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution   especially students and faculty are aware of the evaluation processes?

Students and faculty members are given general instructions regarding the evaluation methods. The periodic instructions issued by the institution are promptly communicated to the students. Such instructions are read in classrooms and the copy of the same is displayed on the student's notice board. The tutors are entrusted with the duty of providing awareness among the students regarding evaluation process. Other reforms which are made by affiliating university are also adopted by the institution to make the evaluation process smooth and effective.

2.5.2   What are the major evaluation reforms of the university   that the institution has adopted and what are the reforms initiated by the institution on its own?

The university has adopted the surveillance camera net work to control irrational practices and other academic activities, which is well accepted by the institution. The institution has initiated a proctorial system which is under guidance of department faculty where the faculty student ratio is 1:20.The teacher use to keep data on every aspects of each student under his guidance and on evaluation of the data the teacher shall either inform to the student and if required to his/her parents to improve upon the lagging areas.

Moreover setting of question papers, valuation of answer books and publication of results are carried out by the BPUT. BPUT is the sole authority for the implementation of reforms in examination and evaluation. Individual college does not have a direct role in this regard. However, faculty members who are part of the academic bodies of the University actively campaign for reforms in evaluation.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

The team of faculty members and staffs are given the responsibility to monitor and ensure effective implementation of the reforms made by university and the institution itself. However all repots are being compiled and evaluated during the week end and corrective measures are suggested for continuous development of the reform process.

2.5.4   Provide details on the formative and summative evaluation approaches adapted to measure student achievement. Cite a few examples which have positively impacted the system.

On the basis of the university guide line the college holds internal examination which is conducted for 30 marks and evaluated by the college faculties. And university conducts the examination for rest 70marks are evaluated by the university.

2.5.5   Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements   (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

Academic progress of the student is assessed through a series of class tests, assignments, case studies, model examinations tests. The results are communicated to the parents through PTA meetings, as well as the results are delivered through post to the student's house. Internal assessment marks are published on the notice board at the end of each examination.

2.5.6   Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.

- Academic calendar is prepared prior to the commencement of the academic year based on the academic calendar of the University.

- Course content is planned in the beginning of the academic year.

- Motivation programme for the students in the beginning of the academic year is regularly held.

- Project work as per BPUT curriculum.

- Group discussions and debates on behavioral aspects are scheduled for developing communication skills and behavioral improvements.

- Remedial classes for the courses and other skill development activities are conducted during Sundays, holidays and after normal classroom hours

2.5.7   Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.
Yes, the institution use the assessment and evaluation as indicator for evaluation of student performance and achievement.

2.5.8   What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?
The evaluation of valued answer scripts are shown to the students for omissions and commissions and immediately the grievance are sorted out by the concerned teacher before finalization at institution level. However in the university level the redressal of grievance with respect to the evaluation procedure is as follows: - 1. Student can ask by depositing a requisite fee as prescribed by the university to revaluation of the examination paper. 2. Student can ask for Xerox copy of the original answer sheet for assessing his answer otherwise on deposit of fees.

2.6 Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

At the starting of the academic year the principal who is the academic head conducts a meeting taking all department heads and fix the benchmarks for the teaching methodology based on the last year performance results. On finalization in the academic meeting each individual department heads are communicated by a minutes regarding intended learning out comes. Student performance and learning out comes used to be stated clearly by the institution in its progress report to generate academic credentials.

2.6.2 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The structure of teaching for individual subject is discussed with concerned faculties basing upon last year result and on review of last year's teaching methodology for the above result, new bench marks are set up and the same is scrutinised after a month when the student face a exam of 30 marks. Assessing them from their performance the students are grouped in three categories (80%, 70%, 60%) and accordingly the students having below 70% are imparted extra classes to meet the set bench mark. The results are communicated to the parents/guardian of the students as well as general notice board for information.

2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?

As one of the leading B. school in Odisha, PGCMS- SMIT has under stood its responsibility and duties to enhance social and economic relevance. The courses offered is as per the university guidelines to which the institution is affiliated. But college has framed its own initiatives and measure looking to the future requirements in different sectors. To meet the economic condition different training programmes like Pre placement training, summer training, Case study session, Soft skill training, the institution based on industry interface workshops. Innovative idea from the students and staff are identified and upon analyzing the viability of the project the institution also fund the particular project and entrust the concerned faculties to assist and guide the project work.

2.6.4 How does the institution collect and analyses data on student learning outcomes and use it for planning and overcoming barriers of learning?

The structure of teaching for individual subject is discussed with concerned faculties basing upon last year result and on review of last year's teaching methodology for the above result, new bench marks are set up and the same is scrutinised after a month when the student face a exam of 30 marks. Assessing them from their performance the students are grouped in three categories (80%, 70%, 60%) and accordingly the students having below 70% are imparted extra classes to meet the set bench mark. The results are communicated to the parents/guardian of the students as well as general notice board for information.

2.6.5 How does the institution monitor and ensure the achievement of learning outcomes ?

By making regular assessment through internal examinations the institution monitors the student and basing upon their performances the below average student

are segregated and given teaching priorities to enhance the students capability to meet the desired learning out comes. The institute ensures the achievement of learning out comes by the student through the semester results published by the university.

2.6.6 What are the graduate attribute specified by the college/affiliating university? How does the college ensure the attainment of these by the students? The Institute facilitates all supporting facilities and services to carter the attainment of these by the students.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1   Promotion of Research

3.1.1   Does the institution have recognized research center/s of the affiliating University or any other agency/organization?

As because the institution is conducting undergraduate programmes there is a less scope for the research programmes . The institution has no identified research centers of affiliating University or any other agency/organization. But institution encourages the faculties and the students who take up research works at their individual level.

3.1.2   Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

N/A (Presently we don't have any such committee to facilitate and monitor research activity. But a proposal is in the pipe line to take up these activities in organized way in near future.

3.1.3   What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

The college encourages and motivates its teachers to take up research projects and to foster a philosophy of research among the students and the staff. The college renders help to those who are really keeping interest to take up research projects .The college is also involved in synchronizing and facilitating research activities carried out by the members of the faculty by providing access to relevant information regarding , inter alias, funding agencies.

- autonomy to the principal investigator
- timely availability or release of resources
- adequate infrastructure and human resources
- time-off, reduced teaching load, special leave etc. to teachers
- support in terms of technology and information needs
- facilitate timely auditing and submission of utilization certificate to the funding authorities.
- special leaves for research work.
- flexible time schedules.

However the interested faculties are getting above facilities at individual levels as their own research needs and on application to the management.

3.1.4   What are the efforts made by   the institution in developing scientific temper and research culture and aptitude among students?

The institution gives its prime focus to develop scientific culture and aptitude of the faculties and students. Institution is facilitating the research faculties with necessary requisites. The institution is getting various research

journals available at its library to refer. Different research organizations are linked with net to get latest research works in the subject concerned. The reference books, seminars and other infrastructures are also made available at the institution to support in developing scientific temper and research culture and aptitude among students and faculties.

3.1. 5   Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.)

Many faculties are engaged in individual research activities. And the institution also facilitates the faculties in taking up the projects.

3.1.6   Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

N A

3.1.7   Provide details of prioritised research areas and the expertise available with the institution.

N A

3.1.8   Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

The research eminences are invited to the institution through various seminars and workshops. They also deliberate their lectures and visit the campus and interact with teachers and students.

3.1.9   What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Very nominal % (5% approx.) of faculties are utilizing sabbatical leave. The faculties are utilizing the leave in the library to refer various journal and the net facilities and digital library to get support for their research works.

3.1.10   Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

The research findings are published in national and international journals and conferences which in turn help the students and interested parties in their way. The institution helps financially and support in other ways to make the research findings publicized in different forums.

3.2   Resource Mobilization for Research

3.2.1   What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

N A

3.2.2   Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

The college does not provide any seed money or research grants since the paradigm of its functioning does not envision such initiatives. But the faculty is

encouraged for their research participation by granting study leave and by providing infrastructural facilities.

3.2.3 What are the financial provisions made available to support student research projects by students?
N A

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.
N A

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?
The management reviews periodically the research facilities and equipment available in the institution. The institution also makes time studies/ man hour/equipment hour utilization studies for the same. Based on the study a precise report is made and the management advised the faculty concern to optimize the use of the available equipment and research facilities.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.
N A

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of ongoing and completed projects and grants received during the last four years. N A

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total grant		Total grant received till date
				Sanctioned	Received	
Minor projects						
Major projects						
Interdisciplinary projects						
Industry sponsored						
Students' research projects						
Any other (specify)	N	O	T	APPLI-	CABLE	

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

Digital Library, Internet, on line journals like ELESIVER, Hard copies of different national and international journals is available for the students and research scholars. The library is also procuring different research reference books for the students and faculties time to time.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?
N/ A

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments/ facilities created during the last four years.
N/A

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?
As such institution is supporting, but it is the faculty or the students who make their own arrangement to grab any facilities thereof for the research provided by outside agencies or laboratories.

3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?
College has a registered account in ELESIVER & DELNET, through which faculties are encouraged to access e-journals & books.

3.3.6 What are the collaborative research facilities developed / created by the research institutes in the college? For ex. Laboratories, library, instruments, computers, new technology etc.
N/ A

3.4 Research Publications and Awards
3.4.1 Highlight the major research achievements of the staff and students in terms of
* Patents obtained and filed (process and product)
* Original research contributing to product improvement
* Research studies or surveys benefiting the community or improving the services
* Research inputs contributing to new initiatives and social development
N/A

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?
N/ A

3.4.3 Give details of publications by the faculty and students:
* Publication per faculty
* Number of papers published by faculty and students in peer reviewed journals (national / international)
* Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)
* Monographs
* Chapter in Books
* Books Edited
* Books with ISBN/ISSN numbers with details of publishers
* Citation Index

* SNIP
* SJR
* Impact factor
* h-index

3.4.4 Provide details (if any) of
* research awards received by the faculty
* recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally
* Incentives given to faculty for receiving state, national and international recognitions for research contributions.

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

The institution at large has the system and strategy to establish conglomeration between the institute, various industry and organization. The institute has developed a cell taking one senior personality of concerned fame to co-ordinate and liaison between the institute and various organizations. On the basis of a proposal from either side and on study of feasibility of the proposal the cell takes the decision to accept or reject the same.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

It is done by regular meeting and liasioning with various organizations and industries and government industries department and personal contacts of the faculties and the concerned authority of the institution. However the institution plans to attend state and national industrial exhibition and other exposure media to promote consultancy. Alumni are also the part and portion of this consultancy promotional consultancy.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

It is the responsibility of the concerned cell to propagate the expertise and available resources thereof. However the institution has the plan to reward rationally to the persons who has the ability.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The promotion of consultancy in the planning stage. Yet to be formalized.

3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?

Yet no policy is being adopted by the institution to share income.

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

A wide range of activities like community development, social work, health and hygiene, eye and blood donation, campus cleaning and beautification, AIDS awareness, etc. are regularly conducted by the college. All this activities are organized, transferred in to actions by the students which in turn develop the

citizenship quality, service orientation and holistic attitude of the students. The college organizes lectures, competitions, etc. to promote extension activities.

3.6.2   What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?
The students are tracked through a well designed system. The system is monitored by a faculty who is dispensed with the charge. The students are encouraged to involve in the extensional activity with suitable reward and certificate etc. One NGO, patronage by the institution is also regularly taking the extension activities to the society.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?
The institution conducts stake holders meet where the convener allows the stakeholders to speak off their perceptions and feed backs are collected

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension, outreach programmes, and their impact on the overall development of students.
The college organizes its outreach programs through different agencies in the surrounding villages. Patronizing local village clubs and NGOs for socio-economical and cultural activities. Beside there are effort from the members of faculty to carry out outreach programmes. The students volunteer the concerned activitities only, which is monitored and supported by institutions. This programmes impact the personality and behavioral development of the students.

3.6.5   How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?
The college organizes lectures, competitions, awareness campaign etc. to promote extension activities. The institution also patronage financially, administratively and other means to cheer students and faculty in extension activities. The institution also reward with appreciation certificates for the same.

3.6.6   Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?
The institution is extending its co-operation in community development activities like making village road for better communication, renovation of village ponds for safe drinking water facilities, and social service activities like blood donation camp, eye donation motivation, AIDS awareness campaigns, etc.
Some of the faculty members are also extending teaching to the children of slum dwellers of the nearby cities and towns. Also there are programmes are being conducted for the upliftment of nearby orphanage, ashram schools and other down trodden social group.

3.6.7   Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.
The institutional extension activities have a definite outcome which helps the student in his future planning and carrier planning. It also develops the student skill in evaluating the social values. These live experiences which also influences their thinking and analytical skill to evolve with best solution for professional and

social life in the future.

3.6.8   How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

   At the outset the institution invites for a meeting in said community to survey , analyse and implementation of the reach out activities. A group leader is selected from the community to co-ordinate and monitors   the programmes. By this way two things simultaneously can be ensured; firstly the development ownershipness and sustainable developments.

3.6.9   Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.

Brundaban Nayak School at Lanjipaali, Berhampur.

3.6.10   Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.

- "International Gold star Millennium award" at Bangkok (Thailand) on 30.01.2011.
- "International Kohinoor award" at Bangkok on 30.01.2011
- "Bharata Ratna award" at Hyderabad on 22.03.2011
- "Education Excellence award" at New Delhi on 30.03.2011
- " Indo International Achievers award at Singapore on 24.06.2011
- " Shikshya Bharat Puraskar award at New-Delhi on 25.05.2011
- "Education Excellence award" at New Delhi on 30.03.2011

3.7   Collaboration:

Not Applicable

3.7.1   How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

3.7.2 Provide details on the MoUs /collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

3.7.3   Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

3.7.4   Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

3.7.5   How many of the linkages/collaborations have actually resulted in formal MoUs and   agreements ? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -
   a) Curriculum development/enrichment
   b) Internship/ On-the-job training
   c) Summer placement
   d) Faculty exchange and professional development
   e) Research
   f) Consultancy
   g) Extension
   h) Publication

i) Student Placement
j) Twinning programmes
k) Introduction of new courses
l) Student exchange
m) Any other

3.7.6   Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

4.1   Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The college council/ management, the apex body of the institution is in charge of the developmental and administrative matters. It meets periodically to take stock, audit and execute what is needed for keeping the college vigilant in its operation. The institute has always been adopting modern amenities and facilities keeping in tune with changing scenario. The institution has the best tradition of churning out well-rounded students good not only in academics but also in extracurricular activities. However the management always observant in monitoring the changing academic scenario globally. It also takes proactive measures in order to create its benchmark in the global academic forum.

4.1.2 Detail the facilities available for
   a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

Besides adequate rooms for conducting classes, the departments have seminar halls equipped with LCD projectors and necessary arrangements. The laboratories are well-equipped. Apart from these the following facilities to augment the academic activities:

- Online facilities with high speed LAN are available to meet and develop the student industry interface with sufficient numbers of computers.

- The central library caters well to the reference needs of the student community.

- Computer laboratories with internet connection and networked departments are of benefit to the students.

- Language Laboratory for enhancing the language competencies in students.

- Career Guidance and Placement Cell motivates and guides the students to procure employment after studies.

- Well built internal roads.

- Grievance Redressal Cell addresses problems faced by the students

- Well-maintained botanical garden along with lush green campus.

- Plantation drive is an ongoing process of the college, which has shaped massive greenery in and around the college campus and communities in the close proximity.

Anti-Ragging Cell of the College organized programmes to impart awareness about the adverse effects of ragging. To make things well circulated amongst the students display of posters & leaflets in various blocks are being organized in the PGCMS SMIT campus. The Alumni of the College are given opportunities to take part in the developmental activities of the college including placement campaign.

b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

The college has good facilities for extracurricular activities and sports. Nature club, Drama club Weekly forums for student personality development provide avenues for extracurricular activities.

The college has facilities for giving training to students in the following sport and games:

- Cricket

- Volley ball

- Basket Ball

- Badminton

- Kabaddi

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).

The institution always keeps a intense watch on the global academic scenario and map self and analyze the strengths, weaknesses and opportunity. Accordingly, the management and the college council design and modify the available infrastructure in such a way that it becomes potential for academic growth of the institution. The house committee ensures the utilization of available infrastructures from the student feedback, alumni and parent opinion and external stakeholders.

The house committee of the college deals with the utilization of available infrastructure for academic and co curricular activities.

The institution has augmented the infrastructural facilities in order to keep pace with the academic growth. The following facilities are added up during last four years.

1. Seminar Hall for each department are constructed to accommodate seminars, symposiums and other related academic presentations.
2. E-library has been developed for student and faculty benefits.

3. Two computer laboratories comprising of 30 computer nodes added to the infrastructure in order to meet the industry needs.
4. Two digital rooms are under construction to meet the growing industrial needs and strengthen the students' related aptitude.
5. The computer science department has been introduced in order to meet challenges of the growing need of the industries and IT sector.
6. Other miscellaneous developments related to above facilities are made.

4.1.4   How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

The college, at the planning stage itself, considers all aspects of convenience in the new infrastructure for different categories of persons, including the differently abled. Wherever possible the grievance redressal committee also collects suggestions from weaker and differently able students, staff, and make decision judiciously and addresses the problem for the best solutions.

4.1.5 Give details on the residential facility and various provisions available within them:
- Hostel Facility – Accommodation available
  One gents hostel with 3 blocks having accommodation capacity of 300 students and 2 nos. of ladies hostels in the city of Berhampur to accommodate 200 students is provided by the college.
- Recreational facilities, gymnasium, yoga center, etc.
  The college has good facilities for extracurricular activities and sports. Nature club, Drama club Weekly forums for student personality development provide avenues for extracurricular activities. However, the college has set a gym for fitness of the students and staffs. Although, there is no defined yoga center in the institution, still the trained yoga teacher conducts weekly yoga classes with a notice to attend those who are interested.

- Computer facility including access to internet in hostel
  All most all departments, offices and hostels are provided with computers and internet facilities. However, the hostel has limited access to internet facilities as the library has connected to internet throughout the working hours
- Facilities for medical emergencies.
  A well-equipped first aid center is set for minor medical emergencies. For major medical emergencies nearest community health center/MKCG medical college is dependable and unswerving.
- Library facility in the hostels.
  Individual library facility for hostel are not provided as the central library of the college caters the students need though out the year with is modernized and globalised facilities.
- Internet and Wi-Fi facility
  Internet is connected to all possible departments and on campus Wi-Fi facility is available.
- Recreational facility-common room with audio-visual equipments.
  All recreation rooms ,seminar hall and conference halls are connected to audio- visual equipments and internet through computers.

- Available residential facility for the staff and occupancy. Constant supply of safe drinking water.

  As the college is within the reach of the district head quarter where every facility is available, the relevancy was not felt during the establishment of the institution. But college is now planning emergency staff quarters and safety and security quarters.

  The institution has its own deep bore well and over head water tanks connected to aqua guards supplying safe drinking water to various areas.

- Security

  The security department headed by a security officer is under direct super vision of the Top management. The institution is well guarded with trained security personnel 24X7 hour. It worthy to speak that management has already considering plan for the campus under the CCTV surveillance. Of course main administrative block and academic areas are already under the CCTV surveillance.

  The College, located 8kms from the silk city of Berhampur, Ganjam, has a total area of 1.01 acres at present. The college has one main blocks having 4 departments and the central library. There are 05 classrooms apart from laboratories, libraries and computer rooms. Other physical infrastructural facilities of the college include an Online Education and examination Centre with a total computers that connected to the internet, an air conditioned hall with an audiovisual facilities for participating in educational programs, another A/c conference hall which accommodate more than 200 persons.

  One gents hostel with 3 blocks having accommodation capacity of 300 students and 2 nos. of ladies hostels in the city of Berhampur to accommodate 200 students is provided by the college. For convenient transportation of students and faculties 22nos of 60seater & 45seater busses are plying from city of Behrampur to the college campus. One Andhra bank extn. Counter has been opened in the college campus to cater the banking needs of the students, faculties and nearby communities. Facilities for students' amenities include a canteen, girls common room, student activity room and well furnished first aid room for attending emergency sickness of any type.

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

A well-equipped first aid center is set for minor medical emergencies. For major medical emergencies nearest community health, center/MKCG medical college is dependable and unswerving. The institution organizes internal health camps in order to ensure the staff and student's heath. Health awareness campaigns are conducted to educate the students and staffs. Other than the same the institution gives emphasis on general heath provisions like safe drinking water, modernized waste management systems, well designed housekeeping procedures and vigilant health workforce etc.

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women's Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

The institution has tried its best to upkeep all the common facilities as per the need of the students, staff and other stakeholders. A well composed IQAC comprising of the dean welfare and department HODs is working for the qualitative and sustainable improvements of the institution. Grievance Redressal unit takes care of the students and staff grievances meticulously, gives judicious decision, and

headed by dean welfare and other department heads. A precise women's cell is constituted to ensure and solve the issues of lady students and staff. A Career Guidance, Counseling , Placement Unit is working under the guidance HOD Mechanical to cater the post educational employments. A well-equipped first aid center is set for minor medical emergencies. For major medical emergencies nearest community health, center/MKCG medical college is dependable and unswerving. Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium is available and cater the need of the students and staff.

4.2.2 Library as a Learning Resource

4.2.1   Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives the committee to render the library, student/user friendly, has implemented?

There is a Library Advisory Committee comprising of president, Principal , Academic Dean and Senior faculty members and head of the library to take necessary decision for smooth operation of the central library. The Committee plans developmental activities of the library including library expansion, purchase of new books and periodicals and library reforms along with e-Library provision.

4.2.2   Provide details of the following:
* Total area of the library (in Sq. Mts.) 109.18 Sq .Mts.
* Total seating capacity   70 persons
* Working hours (on working days, on holidays, before examination days, during examination days, during vacation)
  In normal days and during examination the library open at 9.40 to 15.25 hours, in vacation the library works throughout the day i.e. However, the library does not function during holidays.
* Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)
  The central library has been laid out beautifully with following arrangements like individual reading carrels. Separate sections are working in the name of Circulation, reference, main landing section, digital library section. The library also holds a separate section for Xerox, Printing, and Reprographics etc.

4.2.3   How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The library does not have any purchase committee as such. However, on the basis of requirements placed by various departments the library head sends the proposal in pursuance of the above members along with the required book list and probable budget estimation to the president for his approval. After getting the approval normal purchase procedure is followed by the library head to get the books procured from the selected vendors. The subject specialist of individual department makes the selection of the books, current titles and other reading materials.

Library holdings	Year -1		Year - 2		Year – 3		Year - 4	
	Number	Total Cost (Appx)	Number	Total Cost (Appx)	Number	Total Cost (Appx)	Number	Total Cost (Appx)
Text books	27651		29437	15 lac	31915			

Library holdings	Year -1		Year - 2		Year – 3		Year - 4	
	Number	Total Cost (Appx)	Number	Total Cost (Appx)	Number	Total Cost (Appx)	Number	Total Cost (Appx)
Reference Books	4302		4302		4302			
Journals/ Periodicals	20 7,000/-		18 7,000/-		11 6,000/-		6,000/-	
e-resources	--		--		--			
Any other (specify)	--		--		--			

4.2.4   Provide details on the ICT and other tools deployed to provide maximum access to the library collection? N/A
   ∗ OPAC
   ∗ Electronic Resource Management package for e-journals
   ∗ Federated searching tools to search articles in multiple databases
   ∗ Library Website
   ∗ In-house/remote access to e-publications
   ∗ Library automation
   ∗ Total number of computers for public access
   ∗ Total numbers of printers for public access
   ∗ Internet band width/ speed   □ 2mbps □ 10 mbps □ 1 gb (GB)
   ∗ Institutional Repository
   ∗ Content management system for e-learning
   ∗ Participation in Resource sharing networks/consortia (like Inflibnet)

4.2.5   Provide details on the following items:
   ∗ Average number of walk-ins: 30
   ∗ Average number of books issued/returned: 210
   ∗ Ratio of library books to students enrolled 1: 7
   ∗ Average number of books added during last three years: 2000
   ∗ Average number of login to opaque (OPAC): N/A
   ∗ Average number of login to e-resources: N/A
   ∗ Average number of e-resources downloaded/printed N/A
   ∗ Number of information literacy trainings organized N/A
   ∗ Details of "weeding out" of books and other materials N/A

4.2.6   Give details of the specialized services provided by the library
   ∗ Manuscripts : Yes
   ∗ Reference : Yes
   ∗ Reprography: Yes
   ∗ ILL (Inter Library Loan Service): N/A
   ∗ Information deployment and notification (Information Deployment and Notification): Yes
   ∗ Download: N/A
   ∗ Printing: Yes
   ∗ Reading list/ Bibliography compilation: Yes
   ∗ In-house/remote access to e-resources: N/A
   ∗ User Orientation and awareness: N/A
   ∗ Assistance in searching Databases: Yes

∗ INFLIBNET/IUC facilities: N/A

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

The Central library assists the faculty and students in accessing the online versions of subject specific books and journals. Besides the central library extends its services and facilities in reference service, printing facility, information searching, News Paper clippings, abstracting service, subject indexing service, subject bibliography, online literature search, CD room search, book display & publication, guide to project writing, internet facility and digital library facility. The new arrivals in respect of books, journals etc. are notified to all the faculty members for the enrichment of the knowledge through immediate action at their end.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

The library does not have any special arrangements for the mentioned class of persons at present. However, provision can be made within weeks if such requirement is felt and need is generated by the above class of persons.

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

The library functions N/A

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with Configuration (provide actual number with exact configuration of each available system)

  The institution have 74 numbers of computer of having two types of configurations.56 numbers are having configuration 17'' CRT monitor,3 GHz dual core processors,256 MB ram(DDR2),80GB hard disc, DVD combo drive, USB key board(DEL).

  18 numbers are having configuration 19'' LCD monitor,2.93 GHz core DUO processors,1GB ram(DDR2),360GB SATA hard disc, PS2 key board, optical USB mouse.
- Computer-student ratio 1:2
- Stand alone facility
- LAN facility The institution have LAN Facilities on 74 computer which is available on computer science laboratory and English communication laboratory.
- Wi Fi facility The entire campus is under Wi Fi facilities.
- Licensed software
- Number of nodes/ computers with Internet facility. Approximately 74 computers are connected with internet facilities.
- 3 HP, laser printers
- 1 xerox machine with printer.
- Basic Application software- 12 No.s.
- 1 LCD projector

4.3.2   Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus.

   The computer and internet facility made available to the faculty and students on the campus only. However all faculty members and non teaching personnel are given computer with internet facilities.

4.3.3   What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

   The institution is planning for automation of entire system within near future. The management is always seeking suggestion from outside IT experts/ IT experts of the institution and other users of the technology. On evaluation of the suggestions collected from each corner, the management takes decision and make implementation strategies for deploying and upgrading the IT infrastructure and associated facilities.

4.3.4   Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years).

   The management use to make budgetary provisions for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution, while preparing annual budget of the institution.

   Most of the updating and maintenance of the computers are done with the help of special funds ear marked for the purpose by the management. Apart from the above, the teaching Departments carry out in-house minor maintenance and updating works of the computers as and when required.

4.3.5   How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

   SMIT motivates teachers to participate in computer aided teaching/learning programmes. The Computer Science department and other departments also support these endeavors by providing infrastructural support. Teachers engage Multimedia classes for teaching concepts that involve complex visualizations and seminar presentations take place in the laboratory using computer and LCD projector.

4.3.6   Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.

   The institution is not having on-line teaching and learning resources. However the on line examination center is available in the institution catering to student needs. ICT enabled classrooms are available in the institution, which is give a teaching and learning support to the students and faculties.

4.3.7   Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of ?

   It not available in the institution, either directly or through affiliating university.

4.4   Maintenance of Campus Facilities

4.4.1   How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following   facilities (substantiate your statements by providing details of budget allocated during last four years)?

   The College Council is the apex body of the college that plans and executes developmental activities. The CDC (College Development Committee) meet periodically to ensure that the budget allocated for Development is utilized properly.

a.	Building
b.	Furniture
c.	Equipment
d.	Computers
e.	Vehicles
f.	Any other

4.4.2   What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

   The college has appointed the required staffs of different categories to take care of daily maintenance activities. However, major maintenance and repair works are carried out by the contracted method. Wherever possible the equipment is kept under AMC by OEM.

4.4.3   How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

   The institution measures for the equipment/instruments in every month end.

4.4.4   What are the major steps taken for location, upkeep and maintenance of sensitive equipment(voltage fluctuations, constant supply of water etc.)?

   Major sensitive equipments are attached to main line through either UPS or Voltage stabilizers. The institution is planning to put flow meters and label sensors for constant water supply. However, two pump operators are employed for monitoring and maintain constant water supply.

   For convenient transportation of students and faculties, 02 nos of 60seater & 45 seater busses are plying from city of Behrampur to the college campus. One SBI extn. counter has been opened in the college campus to cater the banking needs of the students, faculties and nearby communities. Facilities for students' amenities include a canteen, girl's common room, and student activity room.

   Other physical infrastructural facilities of the college include an Online Education and examination Centre with a total of 74 numbers of computers that connected to the internet.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1   Student Mentoring and Support

5.1.1   Does the institution publish its updated prospectus/ handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

   BPUT publishes an annual calendar, which is followed by the college. Every year, the institute prints a renewed prospectus to carter the admission process. The

detail of information about the college and its departments is also available in the college website www.pgcmssmit.ac.in .

5.1.2   Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

All categories (UR, OBS, SC/ST) of students avail scholarship from the state Govt on time every year.

5.1.3   What percentage of students receive financial assistance from state government, central government and other national agencies?

100% of students get scholarship from the state Govt. in two years of their tenure. It is provided as per the quota fixed by the Govt.

5.1.4   What are the specific support services/facilities available for
   ✓ Students from SC/ST, OBC and economically weaker sections
   ✓ Students with physical disabilities
   ✓ Overseas students
   ✓ Students to participate in various competitions/National and International
   ✓ Medical assistance to students: health centre, health insurance etc.
   ✓ Organizing coaching classes for competitive exams
   ✓ Skill development (spoken English, computer literacy, etc.,)
   ✓ Support for "slow learners"
   ✓ Exposures of students to other institution of higher learning/ corporate/business house etc.
   ✓ Publication of student magazines
      The institution provide scholarship from the state Govt. Give financial flexibility to economic backward students, Conduct special classes for slow learner students, Soft skill development classes through Communicative lab. Provide adequate measure to maintain health and fitness of students through sports club.

5.1.5   Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

The institute provides live projects and extended case studies to generate ideas and strategies of the students. It facilitates the students to indulge 100% in those training sessions.

5.1.6   Enumerate the policies and strategies of the institution, which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

The institute provides value added services by stressing co-curricular and extra-curricular activities to excel academic process. Those include sports, games, Quiz competitions, debate and discussions, cultural activities etc.

5.1.7   Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as   UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT /   Central /State services, Defense, Civil Services, etc.

As the institute is not autonomous body, it only provides booklets and related magazines and books for encouraging availing various competitive exams.

5.1.8   What type of counseling services are made available to the students (academic, personal, career, psychosocial etc.)

It is the core service of the institute to provide necessary and adequate measures to enhance academic, personal, career, psychosocial growth. It can be done through our faculty members allotted the duty as a proctor. They act as a mentor to supervise and direct the students 24 x 7. Students can avail numerous personality development programmes work shops, which impart social and business etiquette work culture time management .Leadership style social and inter personal skills etc, which prepare the students to not only survive but also thrive and succeed in the ever changing corporate world.

5.1.9   Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

A strong placement and training cell is established to provide total support in defining the career of the students . The placement cell ensures suitable summer placement (in house training) and final executives from different blue-chip companies. The institute arranges alumni meet every year to help students identify job opportunities

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

The institution has a well setup a grievance redressal cell. The academic dean directly accesses it. It really makes effective steps to protect the interest of the students since last four years.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The institution has set up a committee known as Grievance redressal committee. It carries 10 members. That includes six faculty members along with the Principal and students representatives of both the year of boys and girls each. All the members directly associate with the activities with anti ragging and sexual harassment cell.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

All the members of Grievance redressal committee directly associate with the activities with anti ragging and sexual harassment cell. There have been no such incidents occurred in this institution.

5.1.13 Enumerate the welfare schemes made available to students by the institution.
The institution has set up a committee known as proctorial system committee. It carries all the faculty members. The members keep in touch the allotted students to foster their problems and difficulties.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

PGCMS alumni helps the students to assist in identifying aptitudes, interests, values, workplace preferences, and career goals for finding a suitable jobs. The objective is to identify those areas of greatest need since 35 years. There is a direct contact with alumni members through social media regarding the exchange of needs.

5.2   Student Progression

5.2.1   Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

Student progression	%
UG to PG	N/A
PG to M.Phil.	5%
PG to Ph.D.	10%
Employed • Campus selection • Other than campus recruitment	50% 35%

5.2.2   Provide details of the program wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish program wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Results	UG				
	(2008-9)	(2009-10)	(2010-11)	(2011-12)	(2012-13)
Pass Percentage	64.75	67.56	66.67	60.2	
Number of first classes	70	280	310	230	
Number of distinctions					
Ranks (if any)	Nil	Nil	Nil	Nil	

5.2.3 How does the institution facilitate student progression to higher level of   education and/or towards employment?

The institution organizing campus placement programs for the students. As such more than 20% students are employed on an average are employed in this programs.

5.2.4   Enumerate the special support provided to students who are at risk of failure and drop out?

All the teaching departments offer counseling to the students through their interactions outside the class hours in the tutorial sessions. The economically backward students get the benefit of financial assistance by the college in the form of scholarships by the Government. Class PTA meetings organized at the department level address issues such as student absenteeism and underperformance.

5.3   Student Participation and Activities

5.3.1   List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

Every year the Institution celebrates socio-cultural functions such as: Welcome programme, Induction Programme, Farewell Ceremony, Annual Function, Youth Red Cross activity, Ganesh Puja, Saraswati Puja, Independence Day, Republic Day, Guru Divas, Sishu Divas etc. Each year the Annual Sports meet conducting by the department for three to four days followed by recognition.

5.3.2   Furnish the details of major student achievements in co-curricular, extracurricular

and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

5.3.3   How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

Graduates of the college often visit their alma mater and interact with the faculty. This is a source of general feedback on the academic programmes and co curricular activities. Such feed backs are utilized by most faculty members for the fine tuning of the academic activities.

Employers have an interface with the Placement Cell and this gives opportunities for feed back about the quality of the graduates, their employability etc. such feed backs are often discussed in the academic bodies of the college for corrective measures.

5.3.4   How does the college involve and encourage students to publish   materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

A committee comprising editor and other member is given charge of guiding and supporting students in the publishing of a college magazine. College magazines published annually give opportunities to students to express their literary skills. Due to some internal problems for some period of time the publication of the college magazine was discontinued. The initiation is being taken to restart the process again shortly. Through such publication in the wall magazine specially constituted under a committee to bring about the inner potentialities in everybody every month.

Besides, individual departments also encourage students in literary activities.

5.3.5   Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

The College has a student committee, which looks after student welfare through its various programs. The major activities of the committee include organizing of debates, discussion and talks on relevant issues. Staff advisor and other faculty members assist students in the holding of completions. College committee receives funds for its various programs form the donations from students and from management. Besides the above activities of the students committee guiding the juniors not to indulge in campus indiscipline as well as ragging are also looked after by the committee members. Moreover the committee also has been empowered to sort out the minor rifts arising in student community within the campus.

5.3.6   Give details of various academic and administrative bodies that have student representatives on them.

The college upholds democratic values by initiating and encouraging representation of all stake holders in the day to day activities. Student representation is given the topmost priority in the bodies including the Discipline Committee, Anti Ragging cell and the Advisory Committee of the college.

5.3.7   How does the institution network and collaborate with the Alumni and former faculty of the Institution.

Alumni and former faculty members are invited to various institutional programs in relation to academics and administrational activities. Their suggestions and opinions are considered for improvement of the institution.

Any other relevant information regarding Student Support and Progression which the college would like to include.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1.   Institutional Vision and Leadership

6.1.1   State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

- **VISION**

        "To emerge as an international technological institute, that creates truly world class leaders and unleashes technological pioneers to serve the global society."

To achieve the vision as captioned above SMIT mould students of the college into well-meaning citizens of the nation through a socially committed, intellectually inclined culture driven and future oriented paradigm of learning.

SMIT also creates an opportunity and empowers the students to aspire for contributing considerably to the nation's development through socialist and secular approach.

- **MISSION**

        SMIT would strive to create value in its products by including depth and intensity in its educational standards & harnessing the symbolic collaborations with industries, building team players and producing engineers through participation outside the classrooms.

        The college shall continue to foster talent and build on its rich repository of fame and prestige. The college shall continue to uphold its commitment to the nation in general and to the society in particular and perpetually strive to carry this out through a series of carefully crafted, tested and systematically executed steps of actions.

        College shall spare no effort to continue to spread further its academic potential and effulgence by providing conducive academic ambience for all classes of students and teachers.

        The college shall signify learning from the past, assimilating the present and planning for the future.

6.1.2   What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

        The management headed by the president and supported by the principal ,faculties and staffs of the institution who liaises with the Government and the administrative bodies of education in the State for any academic and policy development in the benefit of the students as well as the organization. He establishes a rapport with these stakeholders for effective administration of the college.

        The College is a private institution and functions are accordance with both State and Union Government policies on Education. The administrative bodies of the institution and the statutory supervisory bodies of the University and Government have established a system of checks and balances to ensure that the vision and mission are achieved. The most noteworthy of such bodies are the College Council, the Academic Council of the BPUT (to which the college is affiliated), and the monitoring Cell established by the Directorate of Administration.

6.1.3   What is the involvement of the leadership in ensuring :

- the policy statements and action plans for fulfillment of the stated mission
- formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
- Interaction with stakeholders
- Proper support for policy and planning through need analysis ,research inputs and consultations with the stakeholders
- Reinforcing the culture of excellence
- Champion organizational change

> The President of the institution being the head of the organisation has framed different committees comprising of institutional academic head (Principal), department heads and other supporting staff to monitor and frame the policy statement and action plans in line of the stated mission. The action plans for all operations and execution of the same is decentralised to various departmental heads and their subordinates. Regular feedback is drawn from the stakeholders and accordingly corrective measures are taken at appropriate times. The college also conceptualizes the idea of polling their resources utilized to develop a cultural excellence, which creates precedence for future generations to come. The management concept in this regard is to acknowledge the college as a college with proven excellence. The management and academic body always adapt the organizational changes and keep behest with the global academic scenario and changes therein.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

> Department Staff Councils discuss the student and staff feedback and overall academic performance in meetings, which are promptly recorded. The College Council and the PTA discuss feedback and academic progress, and the minutes of these meetings are recorded and available for review. Internal co ordination and monitoring is ensured through a network involving the College Council, Staff Council and the administration. A two-way flow of information takes place between these bodies.

6.1.5   Give details of the academic leadership provided to the faculty by the top management?

> Faculty members are given reasonably adequate independence for their departmental administration and academic work. All department heads are given authority to develop the organ gram of their own department. For easy governance, the departments are connected with high-speed internet facilities and LAN facilities to operate smoothly. The academic plans for the department are develop by the department head and other departmental faculties the management never put their nose except the review. Some sort of financial authorities is also given to the department heads for minor developmental works. The management also gives preference to the ideas drawn from the departmental faculties in relation to the academic excellence.

6.1.6   How does the college groom leadership at various levels?

> The administration functions of the institution are carried out by the Head of the institution through a consortium of committees at the College and Department levels. Powers are delegated to these different bodies for the smooth functioning of academic and administrative activities with the Dean Academic in a supervisory

role. The College Council, Staff Council, Department Staff Councils and the Parent Teacher Association assist the Head of the institution in various activities. Responsibilities are well defined and communicated to the staff through office communications and periodic meetings of the various committees.

6.1.7   How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

The administrative functions of the institution are carried out in a participatory manner through committees. Major administrative decisions of the institution are taken in the meetings of the College Council and the College Development Committee. Teaching departments are given autonomy in decisions regarding academic programmes. Teaching, evaluation and feedback systems are develop by individual departments taking into consideration the local as well as the global situation.

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

Yes. The management of the college is aware of the ethical values of the participative management and invites representatives from different levels of the college academic and administrative bodies for taking any decisions, which is mutually beneficial for the college and the stakeholders. Emphasis is given to the ethically beneficial ideas with rewards.

6.2   Strategy Development and Deployment

6.2.1   Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The limitations imposed because of affiliation been mentioned under other queries. The College deems both an acknowledgement of its standing by the country's apex academic bodies. The setting up of an internal Quality Assurance Cell, Grievance Cell have really contributed to the sustenance and enhancement of the college. The college has adopted Quality Management System (ISO9001:2008) from Norwegian Accreditation Body in the 2009. It gives a value addition to the various processes of the college and improves continually involving all its stakeholders and keeping in view the values and objectives of SMIT.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

The institution, being affiliated to the BPUT, has a somewhat limited role in developing the perspective institutional plan. The college develops plans to comply with the broad guidelines issued by the University and the Government from time to time for the successful conduct of academic programs. The College Council is the supreme planning body of the institution, which discusses and develops institutional plans to match those of the University and Government. Developmental issues of the institution are discussed in the College Development Committee headed by the President.

6.2.3   Describe the internal organizational structure and decision making processes.

The College administration is carried out by the Dean academic and Principal with the help of various bodies such as the office, the College Council, the College Development Council, and the staff Council. Dean academics delegates duties and responsibilities to these bodies for effective administration.

The College Council is an advisory board that helps the Principal in his academic and administrative functions. It is composed of the Principal, the Heads of Departments, the Librarian and selected faculties. The Council meets periodically to decide upon major academic and administrative issues. The minutes of the Council meetings are circulated among the departments.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following
- Teaching & Learning
- Research & Development
- Community engagement
- Human resource management
- Industry interaction

Being a College in affiliation with BPUT, it has to function in conformity with the guidelines laid down by BPUT. Checks and balances envisaged by academic and administrative bodies like the College Council and the Academic Council shall have as decisive role to play in the nature of functioning of College. The curricular and co curricular activities implied in the vision Statement are carried out through student council. The Director of Academics is the administrative head and the Principal assists him. The College Council is an apex body in both academic and administrative matters. The members of the Council are elected from among the staff members.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

Department Staff Councils discuss the student feedback and overall academic performance in meetings which are promptly recorded. The College Council and the PTA discuss feedback and academic progress, and the minutes of these meetings are recorded and available for review.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

Meetings of the College Council, Staff Council, PTA, presided over by the Dean academics and principal, are the platforms on which all stakeholders are encouraged to contribute effectively to the academic growth.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The resolution made by Management council were based on Admission, Quality improvement, Placement and Training, Maintenance of discipline, Fund utilization, Budgeting, Curriculum and pedagogy etc

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

No.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

The Principal is the appellate authority of the institution and all employee grievances received by the Principal are placed before the College Council, which decides upon the issue based on facts. The minutes of the College Council are an authentic record of all such grievance redresses. Employee grievances are discussed and settled in an amicable way and there has not been any serious instance of employee dissatisfaction in the institution.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

There had been no instances of court cases court cases filed by and against the institute in last four years. Whatever issues have come resolved amicably bi partite.

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Student feedback, feedback from Class PTA and General PTA meetings and the inputs of the teaching departments to the College Council are considered in deciding measures to improve academic performance and administrative management.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

The institution promotes professional development of the faculty to the greatest possible extend. The plan fund is utilized for professional development, enabling the teaching departments to organize seminars, conferences and workshops. Faculty members of the institution actively participate in national and international seminars and conferences within India and abroad. The institution encourages faculty members to enroll for or provide resources for training programmes and workshops. Some of the teaching staffs are members of national and international professional bodies.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

There are relevant rules in place regarding attendance at seminars, conferences, refresher and orientation courses, and other training programmes. The need for such training is assessed by Heads of Departments who recommends members of the faculty for such progrmmes. The Dean academic and Principal suggests the names of senior faculty who need to be trained for administrative positions when promotions are due. The college has organized seminars, workshops, conferences and refresher course in various disciplines for its staff as well as for the faculty of other institutions in the state.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The institution makes good use of the self appraisal method and comprehensive assessment by students to assess the performance of the faculties and staffs. The feedback is

communicated to the teachers and staffs so that they may make necessary changes in their performance. Department staff meeting address specific issues in teaching-learning pointed out by the students and arrive at a consensus regarding the corrective measures required.

6.3.4   What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

Both the self-appraisal and the comprehensive assessment by the students are reported to the management in due time. The management committee takes decision meticulously and suggests the stake holders with appropriate instructions to get the best results.

6.3.5   What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The strategies adopted by the Department of Collegiate Education, for faculty welfare include monetary and career Advancement benefits for those with higher qualifications such as Ph.D. as well as opportunities for those who wish to improve their qualifications. There are also government schemes in place to provide loans for those who wish to buy/construct housed or to purchase computers. At the institutional level, the College Council motivated faculty members through prompt appreciation of exceptional merit and talent and by providing opportunities or self expression. The staff Club of the College is committed to faculty welfare and it offers a platform for the talented and aspiring.

6.3.6   What are the measures taken by the Institution for attracting and retaining eminent faculty?

Recruitment is done in accordance with AICTE norms and conditions and the rules laid down by the state Government and BPUT from time to time. Faculty members are selected through interview panel and HR interview conducted by commission. The fill shot term gaps in faculty positions that arise due to spells of leave or other causes, the institution recruits guest faculty from qualified postgraduates with requisite skills, in accordance with Government rules and procedures.

6.4   Financial Management and Resource Mobilization
6.4.1   What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The institution has out sourced an external agency to audit the entire financial system of the institution. However, the management prepares the budget on the basis of entire funds flow to the organization. The management also reviews the expenses during the work execution and suggests the finance accordingly to make the funds available.

6.4.2   What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

We don't have internal audit system. However our accounting system is audited by the external agencies and annual reports are made on the basis of factual data's and reports so made very transparent and authentic.

6.4.3   What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The entire fund flow of the organization depends on the fees received from the self funded courses and interest from the bank. However, the organization has got various plans and programs to raise funds and the budget is made according to the total income expected for the financial year and the deficit is managed by cutting off the developmental programs which are not in the current priorities.

6.4.4   Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The management has initiated a consultancy division to cater the social and civil needs of the nearest locality. The management also gives its premises on rent for academic and for various online examination programs. The institution also raise funds from the value added courses which in tern increases the employability of the students.

6.5   Internal Quality Assurance System (IQAS)

6.5.1   Internal Quality Assurance Cell (IQAC)

    a.   Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

        Yes. The College Council headed by the Principal & Dean of Academics within the teaching departments, department staff meetings and assessment and feedback of students are the important mechanisms developed for quality assurance. The college has an Internal Quality Assurance Cell to ensure Quality.

    b.   How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

        All Teaching qualities are performed by adopting SERVQUAL instruments.

    c.   Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

        No. Not applicable.

    d.   How do students and alumni contribute to the effective functioning of the IQAC?

        The IQAC meets intermittently to which the students and the alumni are invited to share their opinions and views. IQAC judiciously takes some decisions on the views and opinions of the student alumni and instructs for execution of the same.

    e.   How does the IQAC communicate and engage staff from different constituents of the institution?

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

Almost all academic and non academic matters relating to the institutions are discussed and reviewed by the College Staff Council. These include conduct of the academic activities, utilization of development funds, discipline and co-curricular activities. The Council takes appropriate decisions from time to time to raise the academic standards of the institution within the administrative framework. The IQAC monitors quality initiatives of the Teaching departments.

6.5.3   Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

Yes. At the outset the institution map the training needs of the staff for quality assurance system and its implementation in the institution. Once the gap is being decided then the training programs are scheduled for the staff of the institution. It has got certainly a positive impact on the staff so far quality assurance system is concerned.

6.5.4   Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

The academic audit is a statutory and mandatory program of the institution. The affiliating university (BPUT) and AICTE conducts yearly audit and give report on the short fall in the academic provisions, which are normally taken care of by the institution.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The internal quality audit is being carried out once in six months for various departments, which reflects the quality assurance aspects of the institution. The management also synchronizes internal quality mechanism of the institution with the external quality assurance agency through a joint participation.

6.5.6   What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

SMIT, PGCMS is affiliated to BPUT and has to adhere to the academic calendar published by the University. At the beginning of each academic year, faculty meetings are held in all the departments and an academic program (based on the academic calendar of the university) for the year/semester is prepared in consultation with the principal. Members of the faculty encourage the students to acquire knowledge in different ways. Thus interactive learning takes place thorough fieldwork, study tours, group discussions, outdoor – camps, quizzes, workshops, audiovisual methods and so on. Group discussion, debates and seminars are conducted in the UG classes in which student's present papers.

Extension lectures by academic scholars and literary personalities, folk performances and lecture demonstrations of classical art forms are offered to the students every year.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The quality assurance policies, mechanisms and outcomes as evaluated and reported by the committee are circulated to all departments, general notice board, annual information brochure, and to the website of the institution.

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1   Environment Consciousness
7.1.1   Does the Institute conduct a Green Audit of its campus and facilities?

It is proposal stage yet to be conducted.

7.1.2   What are the initiatives taken by the college to make the campus eco-friendly?

* Energy conservation (Awareness is created by poster and banners for energy conservation)
* Use of renewable energy (Solar lighting system is installed in the campus.)
* Water harvesting - No
* Check dam construction -No
* Efforts for Carbon neutrality- No
* Plantation (Plantation programme is taken up the management and post plantation maintenance programmes is carried by designated staffs)
* Hazardous waste management (The battery is only Hazardous waste is managed by only replacement by the battery company himself)
* e-waste management (The E-waste is sold to the companies those who are replacing the same)

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years, which have created a positive impact on the functioning of the college.

The PGCMS, SMIT is one of the oldest institution caters the process of philanthropy. Since last five years, the institution follows value based education strategy to enhance the effectiveness of the students by involving the students into the process. All classes are based on lesson plans and followed by case studies and live projects.

7.3 Best Practices

7.3.1 Elaborate on any two best practices **a**s per the annexed format (see page ..), which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.

The institution promotes innovations in the teaching-learning processes that take place from time to time to enable effective learning. Use of educational technology in the process is an example for this. This tutorial system takes care of the differently potential learners by providing them additional opportunities for learning. Besides the individual departments regularly conduct technical events like tech-fest, course related workshops to create and overall climate conducive to learning.

Teaching departments elicit student responses at the end of every academic programs through meetings, and feedback forms. The questionnaire given to the students' address key issues such as student rating of the effectiveness of the programs and their suggestions. These help the intuition to benchmark its programs. Faculty members who are part of the decision-making bodies of BPUT University for academic programs suggest modifications in approach in view of the changing needs and challenges.

The institution maintains contact with various organizations that work for community development. These include the Orissa State AIDS Control Society, the Indian Medical Association, Red Cross, Blood donor's forum. Faculty and students have an active role in these activities as they organize the programmes, liaise with the organizations and work on a voluntary basis. The institution promotes voluntary blood donation of students to poor patients of local hospital, provides financial support through voluntary contributions to the poor and needy those approaches the authorities. In collaboration with youth Red Cross the institution also conducts First Aid Training workshops every year.

The institution participates in the various campaigns of the City Corporation directed towards environmental management and health care. These are the efforts

being done by the institution towards community service. The college takes note of the present national concern regarding the gender related problems. The colleges also organize awareness campaigns for national cause for saving the female child. In addition, the institution pays emphasis for women education and that is the reason the college is a co Education College having more than 20% of total strength are girls/women.