SELF STUDY REPORT

FOR

ACCREDITATION
OF

COLLEGE OF IT & MANAGEMENT EDUCATION
(A Constituent College of BPUT, Odisha)

Submitted to
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
April 2015

Submitted by

College of IT & Management Education
Plot No.4, Sector-A, Zone-B, Mancheswar Industrial Estate
Bhubaneswar- 751010, Odisha, India

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I. Profile of the Affiliated / Constituent College

1. **Name and Address of the College:**

Name :	COLLEGE OF IT & MANAGEMENT EDUCATION	
Address :	PLOT NO.4, SECTOR-A, ZONE-B, MANCHESWAR INDUSTRIAL ESTATE, BHUBANESWAR	
City :	Pin :751010	State : ODISHA
Website :	www.cime.ac.in	

2. **For communication:**

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	DR. SHAKTI RANJAN MOHAPATRA	O: 0674-2582442 R: 0674-2420812	8763400800	0674-2580694	principal.cime@gmail.com
Steering Committee Coordinator	Prof. ASHOK KUMAR PANDA	O: 0674-2587267 R: 0674-2386588	9937222399	0674-2580694	panda.ashokkumar@gmail.com

3. **Status of the 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. **It is a recognized minority institution?**
   Yes
   No √
   If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence. N/A

6. Sources of funding:
   Government
   Grant-in-aid
   Self-financing √

Any other

7. a. Date of establishment of the college: **04/08/2000**

b. University to which the college is affiliated /or which governs the college:

CIME is a Constituent College of Biju Patnaik University of Technology, Odisha, Rourkela.

c. **Details of UGC recognition:**

Under Section	Date, Month & Year	Remarks(If any)
i. 2 (f)	N/A	
ii. 12 (B)	N/A	

(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 Programme	Day, Month and Year	Validity	Remarks
i.	AICTE EOA 2014-15	06.04.2014	One year	

(Enclosed 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 [√]

Date of recognition: …… (dd/mm/yyyy)

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

Location *	**URBAN**
Campus area in sq. mts.	**6153 Sq.Mts**
Built up area in sq. mts.	**4480 Sq.mts.**

(* 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 **Yes, available**
- Sports facilities **Not available**
  - play ground
  - swimming pool
  - gymnasium
- Hostel **Not available**
  - Boys' hostel

    Number of hostels
    Number of inmates
    Facilities (mention available facilities)
  - Girls' hostel **Land allotted for construction**

    Number of hostels
    Number of inmates
    Facilities (mention available facilities)
  - Working women's hostel **Not available**

    Number of inmates
    Facilities (mention available facilities)
- Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) **Not available**
- Cafeteria — **Available**
- Health centre – **First Aid**

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
  - **– ATM facility available in the campus**
  - **Facilities like banking (United Bank of India & State Bank of India) within 500 mtr from college are available**
  - **Post office (Rasulgarh Post Office) – situated within 0.5 Kms. from the college**

- Transport facilities to cater to the needs of students and staff No
- Animal house N/A
- Biological waste disposal No
- Generator or other facility for management of electricity and voltage: **Yes**
- Solid waste management facility No

- Waste water management No
- Water harvesting **Yes**

12. Details of programmes offered by the college (Give data for current academic year) **2014-15**

SI. 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	MCA	3 years	UG	English	60	28
		MCA-LE	2 years	UG	English	60	26
		MBA	2 years	UG	English	120	77
		M.Tech (CS)	2 years	UG	English	18	08

13. Does the college offer self-financed Programmes? **Yes**

If yes, how many?

All pogrammes are self-financed.

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

Yes	√	No		Number	**01**

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.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science				
Arts				
Commerce				
Any Other (Specify)	**(1) Department of Computer Science & Application (MCA & M.Tech(CS))**	--	**PG**	
	(2) Department of Business Administration (MBA)	--	**PG**	

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

a. Choice Based Credit System [ ]

b. Inter/Multidisciplinary Approach [ ]

c. Any other (specify and provide details) [Yes]
Limited Choice / Electives available.

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***	**05** **02**	**--**	**09** **01**	**--**	**25** **12**	**--** **04**	**10** **08**	**--**	**02** **01**	**01** **01**
Yet to recruit										

***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
M.Phil.	--	--	--	--	--	--	--
PG	01	--	01	--	01	--	03
Temporary teachers							
Ph.D.	--	--	--	--	01	--	01
M.Phil.	--	--	--	--	--	--	--
PG	--	--	--	--	09	05	14
Part-time teachers							
Ph.D.							
M.Phil.							
PG							

22. Number of Visiting Faculty /Guest Faculty engaged with the College. 09

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

Categories	2011-12		2012-13		2013-14		2014-15	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	07	04	06	04	10	02	17	07
ST	03	03	09	04	06	08	09	11
OBC	--	--	02	02	13	19	23	31
General	55	65	86	71	46	45	125	114
Others	--	--	--	--	--	--	--	--
Total	65	72	103	81	75	74	174	163

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	---	**337**	---	--	**337**
Students from other states of India	---	---	---	---	---
NRI students	---	---	---	---	---
Foreign students	---	---	---	---	---
Total	---	**337**	---	---	**337**

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

UG | | PG | 1.5%

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. 81,771.00**

(b) excluding the salary component **Rs. 24,020.00**

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 [√]

b) Name of the University which has granted such registration.

N/A

c) Number of programmes offered N/A

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

Yes [ ] No [√]

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

MBA : 17:1*
MCA : 18:1*

* *Based on actual student strengths*

29. Is the college applying for

Accreditation : **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.

285

32. Number of teaching days during the last academic year

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

180

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

N/A

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

N/A

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

N/A

Criteria-Wise Analytical report/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 a leading institute for creating world class professionals.

MISSION

To develop competent, committed and compassionate manpower who actively participate in transforming the society as a whole and institutions into more caring and dynamic entities.

GOALS

- To involve all stakeholders to build and sustain a conducive environment for attainment of academic excellence.
- To promote pursuit of collaborative and multi-disciplinary research addressing the issues of the society.
- To care for conservation of natural resources and contribute to green initiatives.
- To identify and strengthen entrepreneurial abilities with a view to produce a continuous stream of job creators in the society.
- To practice professionalism with a value system which advocates mutual respect, trust, integrity and transparency.

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).

CIME is a Constituent College of Biju Pataik University of Technology (BPUT). It follows the curriculum prescribed by the University. The institute develops and deploys action plans for the effective implementation of the curriculum in the following ways:

- The course content is split into two terms in the semester system. i.e. (July-November, December-April) as mandated by our University keeping in mind the format of the syllabus.

- At the beginning of the semester, each faculty prepares the lesson plan of the subjects allotted to him/her.
- All the heads of departments in consultation with their faculty members, schedule the classes before the commencement of the session.
- After the meetings of the different departments, the copy is distributed to the respective teachers and is uploaded on the college website.
- Relevant books are recommended by the teachers.
- Besides the mandatory two class tests, teachers conduct quizzes to enhance students' understanding.
- The institute trains the students in developing their writing skills by making them submit write two – three assignments in each subject.
- The institute arranges Industrial visits to bridge the gap between theoretical knowledge and real life scenario.
- Special lectures are conducted by inviting distinguished personalities from other Institutes / Universities and Industries.

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?

- Modern teaching aids (e.g. LCD-Projector) are used for conducting classes.
- The teachers are encouraged to participate in various faculty development programmes, workshops, seminars, conferences, etc. to enrich their knowledge.
- Internet access is facilitated throughout the campus for better teaching-learning process (Wi-Fi Campus).
- Consultation with Senior Professors is undertaken from time to time.
- Liaison with industries by the teachers to enhance the practical knowledge and industry-orientation.
- The institute's library has good number of journals and reference books.
- Faculty members are encouraged to prepare lecture notes. The digitized lecture notes are uploaded in the college website.
- Faculty and students are encouraged to use the contents of NPTEL.

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.

- CIME provides well furnished AC class rooms with modern teaching gadgets.
- Remedial classes are arranged for slow-learners.
- Meritorious students are encouraged to mentor weaker students.
- The institute arranges University Paper (of previous years) solving sessions to better equip the students for End-Term Exams.
- 10 Mbps Net connectivity is made available to students and faculty members.
- The students are sent to various organizations for their Project Work.
- The students are encouraged to participate in various management events/ competitions conducted in-house and outside.

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?

- Professionals from reputed organizations are invited to the campus to interact with students and faculty members. Their suggestions are noted for effective operationalization of 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.

- Dr. S.R. Mohapatra, Principal of CIME and the Dean (Business Administration) of BPUT is the Chairman of the Board of Studies of the University.
- Inputs of the faculties of CIME are noted by the Board of Studies while framing the syllabus of the MBA.
- As a Constituent College of BPUT, our college is bound by the University 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.

N/A.

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

- Internal Exams, Assignments and Project submission are mandatory.
- Faculty members of the institute follow the lesson plan for timely completion of the syllabus.
- Internal tests are conducted regularly for assessment of the students.
- The students have shown outstanding results in the End Semester University Exams which reflect the achievement of stated objectives of the curriculum.

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.

N/A

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

NO

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, and progression to higher studies and improve potential for employability. Issues may cover the following and beyond:

The College strictly follows the curriculum prescribed by the University.

Range of Core /Elective options offered by the University and those opted by the college.

- **Core subjects** for each semester are prescribed by the University which in turns are offered by all the constituent and affiliated colleges to their students.
- **Elective subjects** are offered to the students in the 2nd year MBA and 3rd year MCA courses.
- **Choice Based Credit System:** BPUT is considering introduction of CBCS from next academic session.
- BPUT courses are offered in **modular form**.
- **Lateral and vertical mobility within and across programmes and courses:** N/A
- **Enrichment courses:** N/A

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 institute is a self-financed institute.
- All programmes offered are self-financed.

- Admission, curriculum, fee structure, teachers qualification, etc are same as that of regular programmes.

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.

- Employability Skill Development programmes.
- Industry visits.
- Seminar / Conference / Workshop.
- Debate / Quiz / Assignment.
- Career counseling.
- Case study and Quiz.

1.2.5 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

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?

- Industrial visits are organized to MSME units of the Mancheswar Industrial Estate.
- Lecture sessions by eminent persons from society are organized.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

- Students of MBA undergo Summer Internship Program in reputed organizations at the end of First Year.
- Similarly students of MCA carry out project assignments in the last semester.
- Apart from above, students are taken on visits to industrial units inside and outside Odisha.

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 curriculum of BPUT has some of these components and others are included in Core and Elective courses.
- The students are taught ICT and Environmental Studies as core subjects.
- Guest Lectures are organized to supplement.

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 life skills better career options community orientation)

- Enrichment programmes such as yoga classes, moral lectures, lectures on social and ethical issues are conducted for holistic development of the students.
- Social outreach initiatives for orphanages, old age homes and hospitals.

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

- CIME collects feedback from its students, parents, alumni and recruiters which is utilized for enriching the curriculum.

- To cite an example, the institute organized advanced Dot.Net training and mobile apps development training program for MCA students on the basis of informal feedback received from the recruiters.

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

Feedback from students, self assessment report from staff, feedback from parents, parent teacher meetings, etc. are some of the mechanisms which we use for quality assessment and quality improvement.

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?

- Prof. S.R. Mohapatra, Principal, CIME is the Chairman of the Board of Studies for the MBA program of the University. Thus, many senior faculty members of the institution are also involved in the process of design and development of the curriculum.
- The institute has submitted a draft syllabus for consideration of Board of Studies for the MCA program of BPUT.

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?

No

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?)

Any other relevant information regarding curricular aspects which the college would like to include.

- **MCA Lateral Entry:**
  - Introduced in 2013-14
  - To facilitate B.Sc.(IT/Comp.Sc) and BCA students to complete Post Graduate Course (MCA) in 2-years instead of 3 years.
- **M.Tech (CSE):**
  - Introduced in 2014-15.
  - Advance course in Computer Science Engineering
  - Project and research orientation.

CRITERION II: TEACHING - LEARNING AND EVALUATION

2.1 Student Enrollment and Profile

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

OJEE publishes a list of candidates who qualify in the OJEE admission test held every year in the month of May. Depending on the ranking of the student and his/her performance, he/she is allotted a seat to pursue MBA/MCA/M.Tech in a specific institute.

OJEE provides a brief profile of every institution in its admission brochure to help the students make a suitable choice. Many parents / guardians and prospective students visit CIME to acquire firsthand knowledge and information about the institute prior to the admission session.

A Nodal Officer provides necessary information to these visitors and also facilitates meeting senior faculty members and students.

Besides all information about the college are available on its website http://www.cime.ac.in.

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.

OJEE authorities conduct Odisha Joint Entrance Examination for various programmes run by AICTE approved institutes affiliated to BPUT, Odisha. For MBA, MCA and M.Tech programmes offered by CIME, only the qualified candidates of OJEE are eligible to opt for admission.

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.

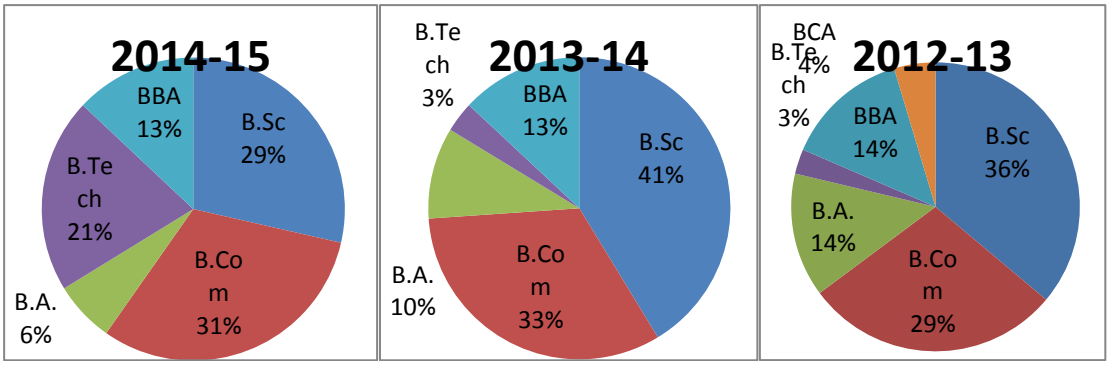
BRANCH	2014-15		2013-14		2012-13	
	Min	Max	Min	Max	Min	Max
MBA	52	88	45	84	45	78
MCA	53	87	47	87	46	87
MCA-LE	55	87	56	82	--	--
M.TECH (CS)	61	75	--	--	--	--

Note: The minimum percentage of marks for reserved category is 45% as per AICTE norms.

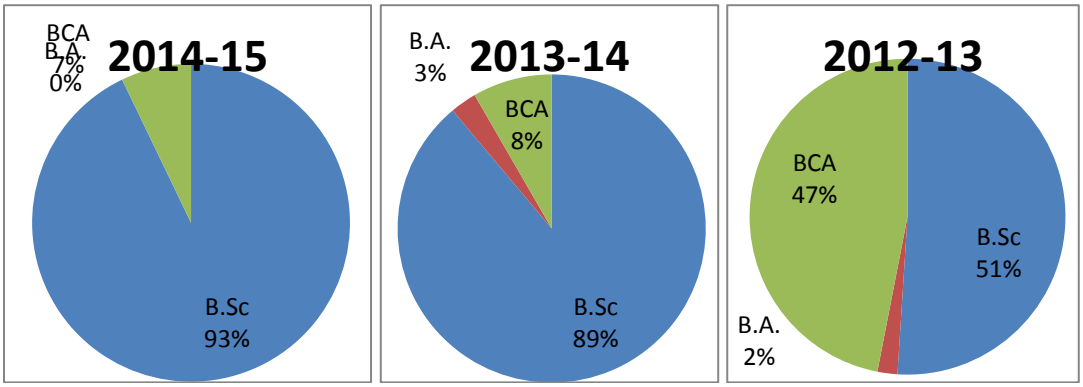
2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If, yes what is the outcome of such an effort and how has it contributed to the improvement of the process?

The admission process is fully regulated by the Odisha JEE leaving little scope for the institute for any intervention. However, the following diagrams indicate the trends in the students profile admitted in this institute.

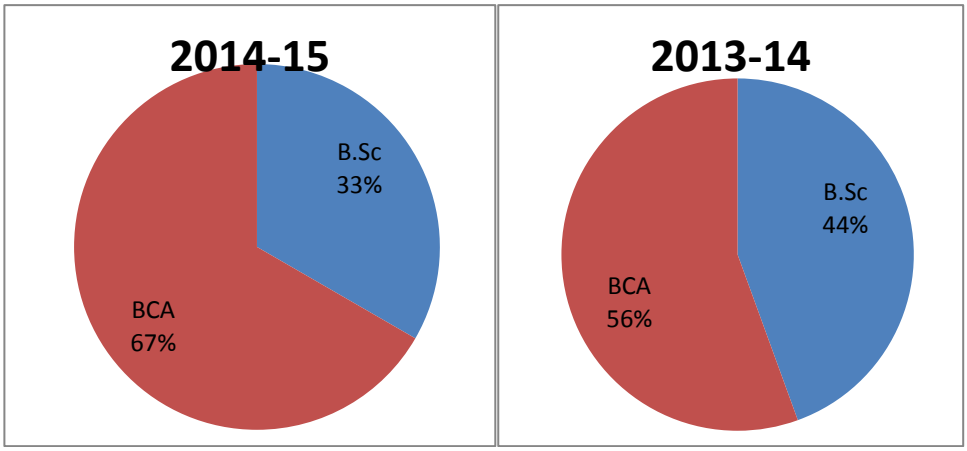
Entry Qualification in MBA

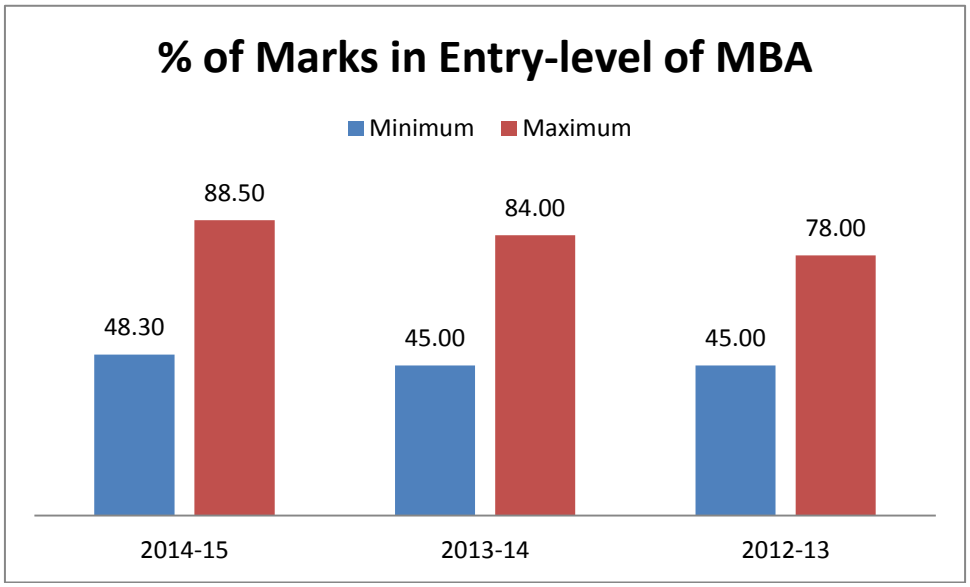


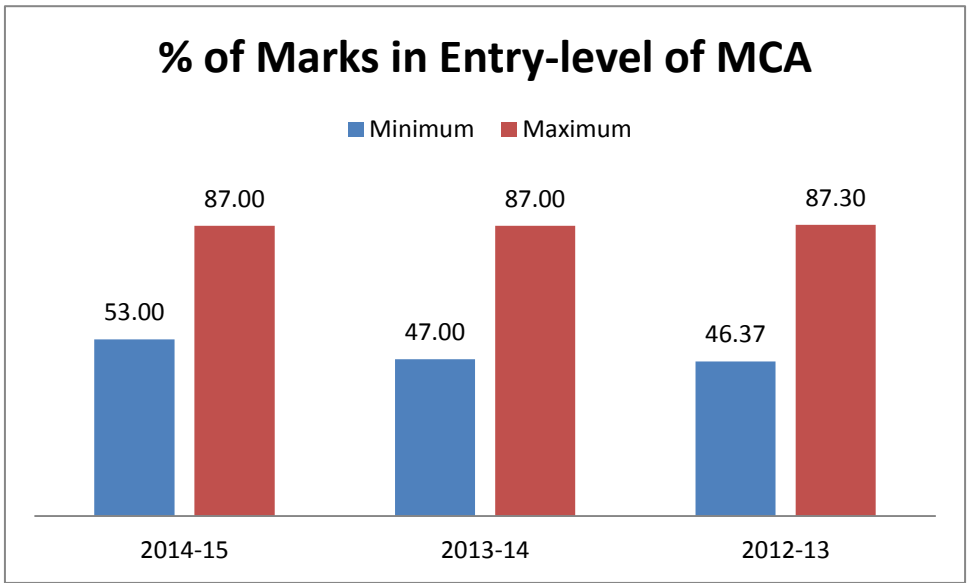
Entry Qualification in MCA

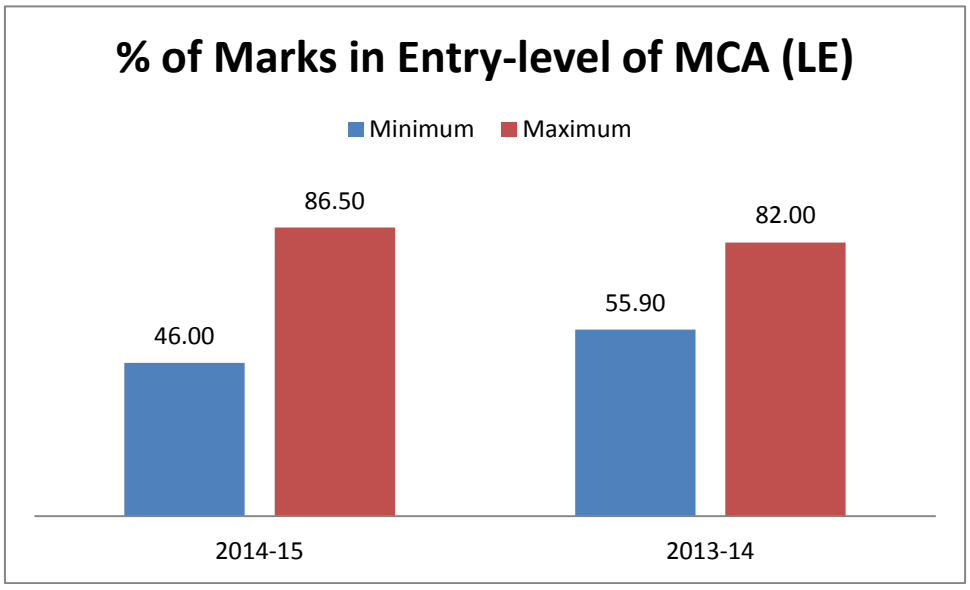


Entry Qualification in MCA (LE)









Observations:

(i) The percentage of B.Tech candidates opting for MBA at CIME has significantly increased from 3% in 2012-13 to 21% in 2014-15.

(ii) More than 10% reduction in B.Sc candidates opting for MBA over 2 years period.

(iii) No perceptible change in the intake of B.Com and BBA candidates over the years.

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

As per Government policy, fixed percentages of seats are reserved for SC, ST, Physically Challenged and other categories of students as shown below. The actual percentages of admission in to the reserved categories are also indicated for 2014-15.

2014-15						
	Programmes					
	MBA		MCA		M.Tech	
Category	Reserved	Actual	Reserved	Actual	Reserved	Actual
SC (8%)	10	6	10	5	1	1
ST (12%)	14	4	14	1	2	0
Women (18%)	22	22	22	13	3	5
Differently abled (3%)	04	Nil	04	Nil	1	Nil

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.

CIME has little scope to initiate any action for improvement of admission figure. However, the actual admission figures for last four years for the programmes offered by the CIME are given below:

Programmes	Number of students allotted by OJEE	Number of students admitted	Demand Ratio
MBA			
2014-15	120	77	64.2%
2013-14	120	92	76.6%
2012-13	120	112	93.3%
2011-12	120	106	88.4%
MCA			
2014-15	60	28	46.6%
2013-14	60	38	63.3%
2012-13	60	52	86.6%
2011-12	60	54	90%
MCA (LE)			
2014-15	60	26	43.3%
2013-14	60	27	45%
M.Tech (CS)			
2014-15	18	08	44.5%

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?

All efforts are made to make the campus barrier free for the differentially abled persons. Ramps, and specially designed wash rooms have been provided. Arrangements have been made for installation of an elevator by August, 2015.

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

An Orientation Programs is held on the first day to make the students familiar with the academic regulations of BPUT, examination and evaluation system, co-curricular and extra-curricular activities at the institute, use of infrastructure and facilities, introduction with faculty and staff of the college.

A structured test is administered to all the new students thereafter of the commencement of classes. The test aims at making an overall assessment of the knowledge, skills and aptitude of the students.

2.2.3 What are the strategies adopted 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 programme of their choice?

On the basis of the analysis of the test result, special preparatory classes are conducted by the concerned faculty.

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

- CIME treats all its students, faculty and staff on equal footing irrespective of gender, class, creed or religion.
- The teachers sensitize the students on the above issues.

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

CIME identifies advanced learners through different modes such as academic record, aptitude test, class test, class participation and faculty feedback.

- Special books are recommended to students.

- They are encouraged to go through reference books, leading journals, etc.
- Career consulting provided by senior faculty members and guest speakers from corporate.

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. who may discontinue their studies if some sort of support is not provided)?

The institute supports the students at risk of drop out in the following way:

- The institute facilitates the process wherein the students from the reserved categories can avail of scholarships from government of Odisha as per the policy of the Government.
- The institute extends the facility of free lending books to all its students.
- Meritorious students from the same batch are encouraged to help the slow learners.
- Teachers are encouraged to extend necessary hand holding to slow learners.

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.)

Academic calendar

BPUT notifies a non-negotiable academic calendar at the commencement of every academic session. It includes details like commencement of classes and examination schedule.

Teaching plan

- CIME prepares and publishes subject-wise and faculty-wise teaching plan for the effective execution of the syllabus before the commencement of every semester.
- The time table is prepared, displayed at the notice board and circulated to the students.
- Schedules related to submission of project reports in even semesters are decided and announced at the commencement of even semesters.
- Seminar and Lab test schedules are also notified in advance.

Evaluation blue print

- The students are acquainted with the evaluation methods in the orientation program conducted at the time of entry in the institute.
- Time tables of examinations are displayed on the notice boards and put up on the website well in advance.

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

N/A

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?

The learning is made student-centric by practicing following methods:

Academics:

- Providing study material for self-study.
- Making previous years question papers available in the library.
- Teaching plan is adhered to the best extent possible and students are advised to come to the class with a reading of the topics to be covered for meaningful discussion in the class.

- The students are encouraged to give classroom seminars, make presentation and participate actively in group discussions and role plays.

Co-curricular & Extra-curricular activities

- The institute provides facilities to those students who wish to participate in inter-college competitions.

Support Structure for Teachers:

- Teachers can avail of audio-visual aids, well-furnished library, and computer-based teaching-learning method to enhance clarity on various topics of interest to the students.

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?

- Students are encouraged to identify socio-economic problems faced by people in their respective localities.
- The institute organizes management, sports and cultural activities.
- The institute subscribes to leading newspapers, journals, periodicals and magazines to help them develop critical insight into Management and Technology issues.
- Students are encouraged to take up case studies, visit small industrial units to learn about real life issues of industry and make presentation of their learnings and solutions proposed.
- Students contribute articles on various issues for the wall magazine of the institute "PRAYASH".

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? e.g. 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.

- Faculty can access a wide range of available journals.
- Faculty uses audio-visual aids, NPTEL materials for effective class room delivery.

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

In order to expose the students and faculty to advanced level of knowledge and skills, the institute takes up the following initiatives:

- The faculties attend refresher and advanced courses, national seminars, workshops organized by the leading institutes, like NITTTR, IITs and leading State Universities,

like Ravenshaw University, Utkal University, IIIT, SOA University, KIIT University.

- Guest lectures are organized by the departments to keep the faculty and the students updated.
- MBA and MCA students are taken on industrial visits.

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?

Academic

- The institute identifies low performers, average performers and high performers on the basis of result of Internal Class Tests.
- High performers are recognized and encouraged to exceed their own record.
- Average and low performers are individually counseled by the HoD and senior faculty.

Personal and psycho-social support

- Those students who lack confidence are counseled.
- The students with poor communication skills are given more attention during coaching.

Guidance services

- Faculty members provide guidance to the students.
- Students benefit from the initiative outlined above.

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?

The following innovative teaching approaches / methods have been adopted by the faculty during the last four years:

Teaching methods adopted by faculty:

- Faculty makes use of contemporary cases from the business and corporate world to drive home theoretical inputs.
- Students are involved in data collection and analysis for summer projects.
- Guest lectures are arranged subject wise by inviting resource persons from reputed academic institutes, industry, professional institutes and service sectors.

- Industrial visits are arranged for the students to acquire first hand experience of functioning of various organizations.

Innovative Methods adopted by Institute:

- Business news analysis session is held for MBA students.
- Similarly for MCA and M.Tech students technology related articles are used to substantiate theoretical inputs.

Outcome:

- Academic results have improved.
- Placement rate has improved.

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

- Library is kept open for the students and faculty members from 9.00 AM to 6.00 PM on all working days.
- It is equipped with LAN, Internet facility, e-books and e-journals.
- Old question papers of final exams in all the subjects are made available to the students.
- The new titles are displayed on the display board of the library.

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.

- The institute completes the curriculum within the planned time frame and calendar.
- Special classes are held to make up short fall, if any.

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

- The quality of teaching learning is monitored through feedback from the students.
- The academic performance of students is analyzed not only to evaluate their learning but also to assess the effectiveness of teaching.
- The HoD (MBA), Academic Coordinator (MCA) or Principal go on round and randomly chooses a class to monitor the quality of teaching.
- Practice Test classes are held by each faculty at the end, to enable students to write well in their End Term Examination.
- Corrective and preventive actions are taken through discussions in staff meetings.

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.							
PhD	01						01
M. Phill							
PG	01		01		01		03
Temporary Teachers							
PhD					01		01
M. Phill							
PG					10	04	14
Part Time Teachers							
PhD							
M. Phill							
PG							

- CIME engages contractual faculty in the rank of Asst. Professor depending on requirement of curriculum.
- Visiting faculties are assigned specific subjects.
- BPUT Act and Statutes provide for recruitment of regular faculty in the rank of Professor / Associate Professor / Asst. Professor for its constituent colleges.

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.

- Visiting faculties are invited to cope with the short fall.

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	Nil
HRD programmes	Nil
Orientation programmes	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	02
Summer / winter schools, workshops, etc.	02

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

Nil

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 – 30%
- presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies – 30%
- The following strategies are adopted by the institute in enhancing the teacher quality:
    - The institute allows faculty members to attend Seminars/ Conferences/FDP.
    - The institute pays higher salary to contractual faculty with Ph.D.

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.)

- The institute permits the faculty members to participate in national/international conferences/seminars and reimburse the registration fees.
- The faculty members are encouraged to pursue Ph.D.
- The institute encourages the faculty members to publish research papers.

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.

Nil.

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?

- As an ongoing practice, teachers are evaluated by the students at the end of semester.
- Appropriate feedback is communicated and faculty members are counseled accordingly.

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?

- At the beginning of academic year, students are informed about the examination question paper pattern.
- Concerned teachers inform the students how to prepare, write the answers at the University and Internal Exams.
- Answer scripts of Internal Tests are shown to the students and results are displayed on the notice board.

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?

- As per BPUT norm, a teacher with minimum of two years experience is registered as an evaluator. All the teachers of CIME are registered evaluators.
- Each faculty member provides necessary tips to the students in order to improve their performance in the End-Semester Exams.

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?

- CIME as a constituent college abides by the evaluation reforms as and when introduced by the University.

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

- The teachers evaluate the answer scripts of internal examinations and guide the students in improving their answering skills.
- Majority of students have improved their performance in End Term Exams.

2.5.5 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.

- The entire assessment scheme is prepared by Biju Patnaik University of Technology, Odisha.
- 30% of marks constitute as “Internal Marks” for each subject.

- The internal assessment is monitored by the HoDs and Principal to ensure rigor and transparency.
- Results of internal examinations are notified in the Notice Board of CIME.

2.5.6 What are the graduates attributes specified by the college/ affiliating university? How does the college ensure the attainment of these by the students?

- The programmes aim at developing a student's intellectual ability, executive personality and techno-managerial skills through an appropriate blending of business and technical education.
- The programme assists the students in understanding and developing the unique leadership qualities required for successfully managing business functions, an organization unit or to set up one's own ventures.
- Consequently, the students are taken for the Industrial visits which provide an excellent opportunity for the students to comprehend the complexities faced by the organizations in various stages and the implications of decisions.
- The students also get to know about different departments within the organization in these industrial visits.
- Our institute ensures that the students get enriched with wide spread industrial exposure across industries.
- Our students have visited several industry giants like Infosys, TCS, Tech Mahindra, NALCO, PPL, Coca Cola and so on.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

Institute level for Internal Class Test:

- The answer scripts of the 1st and 2nd Internal Tests are shown to the students soon after evaluation. If there is any discrepancy, the teacher concerned makes necessary correction, if justified.
- Any student who has any grievance may directly meet HoD to put forth his grievance. HoD looks into the problem and redress the grievance on merit.

University level External End Semester Examination

- The University has its own grievance redressal mechanism for evaluation.
- In case any student has an apprehension about the marks awarded, he/she has the facility to apply for rechecking within a specified time with the prescribed fee.
- The university revalues the answer scripts and takes corrective action.
- The facility of rechecking is available to all students.
- A student can also apply for his answer script(s) through RTI and can apply for re-evaluation.

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?**

Yes

- The students and staff are made aware of these through the students handbook and the website.

2.6.2 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.

- The institute lays great emphasis on the comprehensive development of the students.
- It monitors the performance of the students through classroom lectures and internal assessment methods.
- The institute communicates the progress and performance of the students to help them know where they stand and make necessary improvement.
- The student pass out results for last four years are given below:

Programme	2010-11	2011-12	2012-13	2013-14
MBA	90%	91%	91%	92%
MCA	95%	94%	95%	96%

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

The institute aims to facilitate the achievement of the intended learning outcomes through

- Well-equipped library
- Classroom lectures
- Supporting study materials
- Class tests, written assignments, quiz tests, group discussions, role plays, group presentations & interactive sessions
- Internal Class Tests, Seminars and Presentations by the students.
- Accessibility of teachers for clearing doubts.

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

- Soft Skills training to increase employability
- Industrial visits
- Lectures by successful entrepreneurs from various sectors to instill entrepreneurial spirit among the students
- Help the students in preparing for competitive exams.
- Social visits to orphanages blind schools, old age homes, schools for differently abled children, places of historical and cultural importance

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

- The students' performance in internal as well as external examinations, regularity, punctuality in the classroom, class-room behavior, completion and submission of assignments and projects, involvement in interactive activities (Group Discussion, presentation, role plays, etc.) are considered the indicators of their learning outcomes.
- On the basis of it, the following activities are undertaken by the institute for planning and overcoming barriers of learning:
    - Remedial classes are organized
    - Peer learning is encouraged
    - The students are made to practice past university papers.
    - Faculty concerned conduct quiz tests to improve the students' performance
    - Addressing grievances

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

- CIME monitors and ensures the achievement of learning outcomes through the following measures:
    - At the time of joining the course, every student is supplied with a student handbook containing details about the course structure, syllabi, attendance regulation, rules regarding promotion to higher class.
    - The Academic Calendar is notified in advance.
    - Concerned faculty prepares the Lesson Plan and makes it available to students in advance. The same is also uploaded in the college website.

- Internal Exams and Lab Class Tests are held on the notified dates and the students are given feedback of their performance with proper tips to help them improve.
- Completing the curriculum in stipulated time.
- Providing relevant study materials.
- Conducting remedial classes.
- Felicitation of University rank holders from CIME.
- Adopting learner-friendly methods in the class-room teaching.
- Encouraging interaction among the students.

2.6.7 Does the institution and individual teachers use assessment/ evaluation outcomes 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 college organizes remedial classes, updates and upgrades study material on the basis of these outcomes.

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?

No.

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.

No.

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

The institute extends every possible support to faculty members for pursuing research.

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

- As per the Syllabus of BPUT, students of MBA, MCA and M.Tech (CS) are required to undertake Project Work in their different semesters as curricular activities.
- The Projects are evaluated by External Examiners on the basis of presentation made by the students and viva-voce.
- The institute conducts industrial visits to develop insight and aptitude for research among the students.
- The students are encouraged to participate in Business Plan, Case Analysis, and Paper Presentations competitions.

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.

- Principal, Prof. S.R. Mohapatra has successfully guided one student in the subject of Management to obtain Ph.D under BPUT. Three more candidates are undergoing research under his guidance at BPUT and Utkal University and Centurian University of Technology and Management.
- Two faculty members have submitted Research Thesis for award of Ph.D in Management. One faculty member of MBA stream has been awarded Ph.D in this year.

- Three faculty members of MCA stream have registered for Ph. D. under BPUT and Utkal University. Similarly three faculty members of MBA stream have registered for Ph D under Utkal University and KIIT University.
- Individually the faculty members are actively involved in pursuing research work and present their findings in various seminars and conferences and also publish their findings in journals.
- Faculty members of MBA and MCA programmes guide students in preparing their Project Reports as a curricular requirement.

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.

- The institute organized Faculty Development Programme on SPSS during Academic Session 2011-12. More than 60 participants from different colleges and universities benefitted from the FDP.

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

- Prof. Dr. S.R. Mohapatra has an expertise in the field of Finance.

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 institute regularly organizes conferences and seminars in order to rope in researchers of eminence to visit the campus and interact with teachers and the students.
- The following is the list of the distinguished visitors:

Sl. No.	Name of the Guest	Organization
1	Prof. R.N. Mahapatra	Texas A&M University, USA
2	Prof. Chitta Baral	Arizona State University, USA
3	Prof. S.J. Mishra	New Mexico State University, USA
4	Prof. S.K. Mishra	Former Dean (MBA), BPUT
5	Prof. L.M. Patnaik	IISc, Bangalore
6	Prof. (Mrs) N.P. Tripathy	IIM, Shillong
7	Prof. O.N. Mohanty	Former Vice-Chancellor, BPUT

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?

- The institute does not have provision for Sabbatical Leave.

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)**

Nil

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.

- There is no fixed allocation to promote research and development.
- However the institute recommends to BPUT for reimbursement of the registration fees as and when faculty members participate in National/International seminar and conferences.

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?

Not Applicable.

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

There is no provision of giving financial aid to students.

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.

Nil

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 institute encourages its staff and the students to utilize the library and the computer systems.
- The institute allows unlimited access of Internet facility to teachers engaged in research work.

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.

- Until now the institute has not received any special grants or finances from the industry or other beneficiary agency for developing research facility.

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

- The institute has not received any research awards from any agency or organization.

3.3 Research Facilities

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

The following research facilities are available to the students and the faculty within the campus:

- Library is open to the staff and the students for reference to help basic research.
- Computer with internet facility is provided to the faculty.
- The institute subscribes to national and international journals in various areas.

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?

- The institute encourages the faculty and the students to attend workshop, seminars, and conferences.
- The institute provides duty leave for participating in the above events.
- The library is enriched with wide range of books and various national and international journals.
- CIME is a Wifi campus.

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?

No, the institute has not received any special grants or finances from the industry or other beneficiary agency for developing research facilities.

3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?

Nil.

3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?

- Though the institute does not have information resource centre specifically for the researchers, the existing library tries to cater to the basic needs of budding researchers.

- The institute provides Personal Computers with high speed (10 Mbps) internet access in the Library.
- The institute has acquired the institutional membership of Computer Society of India.

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

- As the institute does not have collaborations with any other research institutes, such facilities are not developed / created.

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): Nil

Original research contributing to product improvement: Nil

Research studies or surveys benefiting the community or improving the services: Nil

Research inputs contributing to new initiatives and social development: Nil

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?

- No, the institute does not publish or partner in publication of research journals.

3.4.3 Give details of publications by the faculty and students:

- Publication by faculty : 13
- Number of papers published by faculty and the students in peer reviewed journals (national / international) : 18
- 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.): Nil
- Monographs: Nil
- Chapter in Books: Nil
- Books Edited: Nil
- Books with ISBN/ISSN numbers with details of publishers: 13
- Citation Index: Nil
- SNIP: Nil
- SJR: Nil
- Impact factor: Nil
- h-index: Nil

3.4.4 Provide details (if any) of Research awards received by the faculty

Nil

3.5 Consultancy

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

- There is no formal institute-industry interface.
- However, the institute undertakes the following activities which give the students exposure required for enriching their career:
  - Industrial Visit
  - Project Work
  - Guest lectures by entrepreneurs and professionals

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

- The institute at present does not have any such policy.

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

Nil

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

Nil

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?

Nil

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?

- The students are encouraged to participate in a wide range of activities like AIDS awareness, climate change and community development.
- Community welfare activities are usually clubbed with visits to orphanages, old-age homes, hospitals etc.

3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?

- Faculty members accompany the students.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

- The institute solicits Parents' perception through formal and informal interaction with them.
- The institute organizes Parents' Meeting to ascertain their views and suggestions for overall development of college.
- Stakeholders have free access to the Principal and HoDs.

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 and outreach programmes and their impact on the overall development of students.

- The students visit old age home, orphanage and other charitable organizations.

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?

Nil

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?

Nil

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.

Extension activities complement the students' academic learning experience and inculcate the following values and skills:

- Leadership qualities
- Health and hygiene
- Social service
- Ecology and environmental protection.

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?

- The institute emphasizes sustainability of such programmes by building awareness on active community participation.

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.

- The college does not have any official relationship with the institutions of the locality

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.

Nil

3.7 Collaboration

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.

Nil

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.

Nil

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.

- The institute does not have any formal industry-institution-community collaborations.

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.

Nil

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

Nil.

b) Internship/ On-the-job training

Nil

c) Summer placement

Nil

d) Faculty exchange and professional development

Nil

e) Research

Nil

f) Consultancy

Nil

g) Extension

Nil

h) Publication

Nil

i) Student Placement

Nil

j) Twinning programmes

Nil

k) Introduction of new courses

Nil

l) Student exchange

Nil.

m) Any other

Nil

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

Nil

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?

- It is our policy to meet the norms prescribed by AICTE under the essential as well as desirable categories for infrastructure and facilities.
- Being a Government Institute, CIME receives funds from Government of Odisha for creation of infrastructure and facilities.
- The institute has requisite physical facilities for effective teaching and learning.
- The institute takes care for enhancement of facilities to comply with change in the curriculum, student admission and introduction of additional courses.

4.1.2 Details of 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.

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 Institute has the following facilities:

Curricular activities:

- The institute has well-furnished class rooms and tutorial rooms
- Technology enabled learning spaces-cum-seminar halls
- Laboratory: **(**Computer lab)
- ICT enabled library
- LCD Projectors
- Microphone connected podium
- Wi-Fi Campus

Co-curricular activities:

- Personality Development Programme
- Student Clubs
- Kits of Cricket, Badminton, Chess and Carom

Extra –curricular activities and sports:

- Facilities for indoor games
- Badminton court
- The Institute does not have NCC and NSS Unit
- All class rooms and laboratories are air-conditioned.

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).**

- Adequate infrastructure facilities available.
- The institute is in possession of land area measuring 2.02 acres.
- The available infrastructure is utilized optimally in the following manner:
  - The classrooms are utilized for the conduct of classes.
  - The library remains open from 9.00a.m. to 5:00 p.m.
  - The Seminar Halls are used for conducting guest lectures, conferences, technical symposiums, etc.
  - Badminton Court is used by the students for playing badminton.
  - Parking facility is available on the campus for two wheelers and four wheelers.
  - A SBI-ATM is located in the campus.
- Amount spent on Infrastructure facilities:

Year	Amount spent on Infrastructure (Rs. In lakh)
2010-11	12.49
2011-12	48.70
2012-13	178.20
2013-14	62.77

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of the Differently-Able (DA) students?

There is provision of installation of elevator in the newly built staircase. The Orissa Police Housing and Welfare Corporation is looking after the installation job. Expected to be operational by August 2015. The Institute has ramps for use by DA students.

4.1.5 Give details on the residential facility and various provisions available within them:

- Hostel Facility – Nil
- Recreational facilities: Nil
- Computer facility including access to internet in hostel: Nil
- Facilities for medical emergencies: Nil.
- Library facility in the hostels: Nil
- Internet and Wi-Fi facility: Nil
- Recreational facility-common room with audio-visual equipments: Nil
- Available residential facility for the staff and occupancy: Nil
- Constant supply of safe drinking water: Nil
- Security: Nil

The institute does not have any of the residential facilities, at present. But action has been taken for construction of a Ladies Hostel for which government of Odisha have earmarked funds.

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

- The Institute has sick-room facility and the First Aid facilities are available on the campus.
- Moreover, Hospitals and Clinics are located nearby which can cater to the health needs of the faculty and the students.

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

- Grievance Redressal unit, Training and Placement Cell etc. are functioning in the institute.
- The Staff Rooms are properly ventilated and well lit.
- There is a canteen available on the campus.
- Vehicle parking lots for the students and the staff are provided in the campus.
- All classrooms are well furnished and well maintained and Air-conditioned.
- The library has enough number of almirahas to stack all the books.
- The library Reading room with adequate number of computers with Wi-Fi provides congenial environment for reading.

- The management installed water purifier system to purify the bore well water to provide clean drinking water.
- The institute has two Photo copier machines.
- To instill discipline and punctuality among staff members, the institute has a Biometric punching machine which records log in and log out timings of the staff.
- The institute has intercom telephone with 25 lines for better connectivity.
- As the institute is centrally located, the institute does not provide any transport facility. Private transport services are available.

4.2 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 have been implemented by the committee to render the library, student/user friendly?

- The institute library has an advisory committee with the following composition:
  1. Principal: Chairperson
  2. Librarian: Convener
  3. Heads of MBA and MCA

- Students and faculty have easy access to the computer based catalogues to track availability of books desired.
- E-Granthalaya Library Automation package has been installed.

4.2.2 Provide details of the following:

- Total area of the library (in sq. mt.) : 295 sq. mt.
- Total seating capacity: 60
- Working hours (on working days, on holidays, before examination days, during examination days, during vacation)
- Working hours - Monday to Saturday (9 AM to 6 PM)

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 committee is the ultimate authority to formulate and implement policies of purchasing, subscribing and ensuring use of books and journals.
- The departmental heads are asked to provide requirements of the department periodically and the same are approved by the library committee for purchase immediately.

Library holdings	**2011-12**	**2012-13**	**2013-14**	**2014-15**
Text Books	**1166**	**1254**	**1223**	**646**
Reference Books	**---**	**---**	**---**	**---**
Journals/ Periodicals	**32**	**38**	**35**	**53**
e-Resources	**---**	**---**	**15**	**50**
Any other (Misc)	**---**	**---**	**---**	**---**

4.2.4 **Provide details on the ICT and other tools deployed to provide maximum access to the library collection?**

- **OPAC:** No
- Electronic Resource Management package for e-journals: Nil
- **Library Website:** No.
- **In-house/remote access to e-publications:** Nil
- **Library automation:** e-Granthalaya developed by NIC has been installed.
- **Total number of computers for public access:** Nil
- **Total numbers of printers for public access:** Nil
- **Internet band width/ speed:** 10 mbps
- **Institutional Repository:**
  - Study Materials prepared by the faculty
  - Copies of student Project Report.
  - Question Bank
  - Copies of Syllabi
  - Ph.D Thesis of faculties
  - Research Articles published by the faculties
  - Reference Books.
- Content management system for e-learning : Nil
- Participation in Resource sharing networks / consortia (like INFLIBNET): Nil

4.2.5 Provide details on the following items:

Average number of walk-ins :	14
Average number of books issued/returned :	06
Ratio of library books to students enrolled :	50:1
Average number of books added during last three years	1041
Average number of login to opac (OPAC) :	--
Average number of login to e-resources :	02
Average number of e-resources downloaded/printed :	--
Number of information literacy trainings organized :	--
Details of "weeding out" of books and other materials	--

4.2.6 Give details of the specialized services provided by the library

- **Manuscripts:** Nil
- **Reference:** Dictionaries, Encyclopedias, Theses and Dissertations of Faculties, Project Reports, Audio-video reference through CDs and Web based reference are provided.
- **Reprography:** Two printers enable reprography facility.

- **ILL (Inter Library Loan Service:** Nil
- **Information Development & Notification (Information, Deployment and Notification):** Information regarding college exams, time-table, employment opportunities and competitive examinations are displayed on the soft board.
- **Download:** Yes
- **Printing:** Yes.
- **Reading list/ Bibliography compilation**: No
- **In-house/remote access to e-resources :** Nil.
- **User Orientation and awareness:** The freshers are oriented in the beginning of the academic year towards reading habit, rules and regulations, library resources, time schedule, circulation of books and assistance rendered by the library staff.
- **Assistance in searching Databases:** The users are guided by the librarian about various search engines, site addresses and online resources.
- **INFLIBNET/IUC facilities:** Nil

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

- E-Granthalaya package.
- Orientation of the library resources to the fresh students
- Searching/Browsing Books and Journals
- Searching old issues of journals
- Timely issue/return of books
- Computers and internet facility
- Print outs of downloaded materials
- Displaying new arrivals, useful Articles and informative news items on the soft board.
- Maintaining an academic ambience

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

- No special facilities available.

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

- Suggestions received from the students and faculties are considered.

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) :
  - 109 Computers with the following configuration:
    - Processor Intel Pentium ® Core-i3 1333 MHz
    - RAM 2 GB
    - OS Windows 7 Professional, 32 bit Service Pack-1 with Microsoft Office-2013
  - 46 Computers with the following configuration:
    - Processor Intel Pentium ® Dual Core-1.6 GHz
    - RAM 1 GB
    - OS Windows 7 Professional, 32 bit Service Pack-1 with Microsoft Office-2007
  - 125 Computers with the following configuration:
    - Processor Intel Pentium-IV 3.0 GHz
    - RAM 1 GB
    - OS Windows XP Professional, 32 bit Service Pack-3 with Microsoft Office-2007
  - Computer-student ratio - 1:2
  - Standalone facility: 50
  - LAN facility: Yes
  - Wi-Fi facility: Yes
  - Licensed software : Yes
  - Number of Nodes / Computers with Internet facility: All
  - Any other: Not Applicable

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

- The institute has five separate Computer Labs with internet connectivity for the students.
- Internet can be accessed by the faculty from their respective seat.
- Laptops are provided to the faculties for use in classrooms.

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

- The institute has installed Video Conference facilities for interaction with the University, administrative department (Employment and Technical Education & Training Department, Government of Odisha), and other constituent colleges of the University.
- The important facilities, classrooms, labs, are under CCTV surveillance.
- The institute has installed biometric systems for attendance.
- The institute has availed BSNL Broadband facilities under the NMICT scheme of Government of India.
- The institute has plan to create seven smart classrooms.

4.3.4 Provide details on the provision made in the annual budget for procurement, up-gradation, deployment and maintenance of the computers and their accessories in the institution

- Computers and their accessories are maintained on the basis of Annual Maintenance Contract by the CIME.

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?

- The teachers make use of Power Point Presentation to enhance classroom delivery.
- The students, teachers and staff are encouraged to make extensive use of IT infrastructure and facilities of the institute.
- The Computer lab is used not only for learning computer skills but also for preparing assignments, projects reports as well as other course related activities.
- Students make use of the e-learning resources available in the library.

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 institute facilitates the teachers to utilize ICT and various software applications to enhance their efficiency.

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?

Yes, 10 mbps connectivity through STPI and sharing e- contents.

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)?

(Rs. in lac)

Year	2011-12	2012-13	2013-14	2014-15
	Utilization	Utilization	Utilization	Utilization
Building	30.00	160.00	30.00	62.29
Furniture	4.75	3.68	10.95	8.49
Equipment	11.86	6.52	9.57	4.54
Computer	2.09	8.00	12.25	28.07
Vehicles	--	--	--	--
Any other	--	--	--	--

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

- The 'Building & Works Committee' takes care of the maintenance and upkeep of the infrastructure and facilities.

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

Not applicable.

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

- Computers in the lab and the office are maintained with the proper safety provisions through annual maintenance.
- The uninterrupted power is distributed with proper earthing to the lab, class rooms, offices, the library etc.
- MCB are installed to prevent power fluctuations. Immediate actions are taken to deal with routine voltage fluctuations.
- The electrician and the supporting staff of the Office take care of electrical equipment and their maintenance.
- Constant supply of water to the institute is ensured by submersible pumps enabled bore wells.
- Aquaguards fitted in each floor for supply of drinking water are under AMC.
- Cleanliness is maintained in and around that area.

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?

YES. The institution publishes its updated students handbook annually which provides the following information:

- Vision, Mission of the college
- Programme details
- Admission Procedure
- Fee structure
- Information related to office bearers
- Working of the institute
- In-house facilities
- Industrial Visits and Placement
- Anti-Ragging measures
- Exam matters, etc

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?

- CIME does not give away any scholarships to students. But students usually get PRERANA SCHOLARSHIP and MEDHABRUTI SCHOLARSHIP by Government of Odisha to meritorious students and SC/ST and Minorities students.
- The number of students who got such scholarship over last four years are as under:

2014-15	:	ST-15	SC-15	OBC/SEBC*	GEN*
2013-14	:	ST-18	SC-13	OBC/SEBC-29	GEN-22
2012-13	:	ST-10	SC-13	OBC/SEBC-05	GEN-20
2011-12	:	ST-14	SC-15	OBC/SEBC-19	GEN-15

** Not yet declared.*

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

- 19.32% students received assistance from the State Government under PRERANA scholarship Scheme to SC, ST and SEBC students.

5.1.4 The specific support (or) services/facilities available for

- Students from SC/ST, OBC and economically weaker sections
  - SC/ST students are given admission as per the reservation policy of the State Government.
  - These students avail of the Scholarships given by the Government of Odisha.
- The students with physical disabilities
  - The institute is about to install an elevator for the DA students.
- Overseas students
  - The institute has no overseas students.
- The students to participate in various competitions/National and International

  Nil
- Medical assistance to the students: health centre, health insurance etc.
  - First Aid facilities available in the campus.
  - All the students of CIME are covered under Insurance Scheme arranged by BPUT. In case of death of financing parent, the tuition fees are borne by BPUT on recommendation of CIME.
- Organizing coaching classes for competitive exams
  - The institute provides the facility of competitive books & magazines to the students.
  - The institute organizes extensive training for cracking banking and other competitive exams.
  - The computer with internet facility is provided with MCQs to enable students practice mathematical aptitude, reasoning, etc.
- Skill development (spoken English, computer literacy, etc.)
  - Development of skills like Communication, Soft Skills and Computer proficiency are part of MBA curriculum.
  - The institute organizes extensive personality development programmes for the students by outside corporate trainers.
- Support for “slow learners”
  - Peer learning is encouraged.
  - Remedial classes are organized for such slow learners.
  - Their progress is constantly monitored by the faculty.
- Exposures of the students to other institution of higher learning/ corporate/business house etc.

- Industrial visits are arranged so that the students get exposure to the working of any industry.
- Experts from industry and other academic institutions are invited for guest lectures.

- Publication of student magazines
  - The institute brings out its annual magazine 'Prayas' which becomes a forum for the students to hone their writing skills.

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

- The efforts made by the institute to facilitate entrepreneurial skills among the students are as under:
  - Site visits are organized to help students get exposure to the working of business organizations.
  - Experts from industry and other academic institutions are invited for guest lectures.
- Impact of these efforts
  - Students get employment opportunity in different sectors.
  - Many of our students have started their own business.

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.

- Additional academic support, flexibility in examinations
- Special dietary requirements, sports uniform and materials

The institute abides by the policy of the University in this regard.

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-CSIRNET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central /State services, Defense, Civil Services, etc.

Nil

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

- The institute does not have formalized counseling services. However, all students have access to faculty members for seeking guidance and counseling.

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).

- The Training and Placement Cell is headed by a Professor.
- The Placement Cell organizes PDP and skill development training programmes in order to prepare the students for interviews and group discussions.
- The Placement Cell organizes both on/off campus placement drives.
- Nearly 50% students from MBA and MCA streams have been placed in 2014-15.
- Representative list of employers:

RECRUITERS LIST (MBA & MCA) 2014-15.			
	MBA		**MCA**
Sl. No.	**Company**	**Sl.No.**	**Company**
1	ASIAN HEART INSTITUTE	1	CHAIN-SYS INDIA PVT. LTD.
2	VODAFONE INDIA LTD.	2	HIDDEN-BRAIN PVT. LTD.
3	JARO EDUCATION	3	SAAS FOCUS
4	HCL INFOSYSTEMS LTD.	4	WIPRO LTD.
5	JANALAXMI FINANCIAL LTD.	5	VYOMSLAB PVT. LTD.
6	XL DYNAMICS INDIA PVT. LTD.	6	YUSATA INFOTECH PVT. LTD.
7	SPANDANA SPHOORTY FINANCIAL LTD.	7	INDUS NET
8	CAPITAL IQ	8	SEA WIND SOLUTION PVT. LTD.
9	ASHAI GLASS INDIA LTD.	9	SPARC INDIA PVT. LTD.
10	OM LOGISTICS LTD.	10	ESSPL SOLUTIONS PVT. LTD.
11	ICICI SECURITIES LTD.	11	CYBRAIN SOFTWARE SOLUTIONS PVT. LTD.
12	WILSON RETAIL INDIA PVT. LTD.	12	GLOBUSOFT TECHNOLOGIES PVT. LTD.
13	REDINGTON INDIA LTD.	13	FIRST AMERICAN(INDIA)PVT. LTD.

	MBA		MCA
14	E CLERX	14	AMDOCS SOLUTIONS PVT. LTD.
15	NAUKRI.COM	15	ZETA INTERACTIVE SYSTEMS (INDIA)PVT. LTD.
16	ANNAPURNA MICROFINANCE PVT. LTD.	16	ITC INFOTECH INDIA LTD.
17	CEASEFIRE PVT LTD.		
18	HR MANTRA.COM		
19	BAJAJ CAPITAL LTD.		
20	AMAZON		
21	VIP INDUSTRIES PVT LTD.		
22	UNIVERSAL HUNT		
23	THE ROYAL BANK OF SCOTLAND		
24	BHARAT MATRIMONY.COM		
25	RELIANCE SECURITIES PVT LTD.		

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 institute has a Student Grievance Redressal Cell under the chairmanship of the Principal.
- The natures of grievances in general are related to the results declared by BPUT. The institute takes up with BPUT for redressal of such grievances.

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

- The institute has instituted a Cell to resolve issues pertaining to sexual harassment.

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?

- Yes, the institute has instituted an anti-ragging committee as per UGC and BPUT guidelines.
- However, no instance of ragging has been reported during the last four years.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

- The institute does not have any specific welfare schemes. However, the institute follows the guidelines of BPUT.

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?

No

5.2 STUDENT PROGRESSION

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

- It is difficult to keep track of the students progression except for those selected in campus interview. However, majority of students go for employment where as very small percentage opts for higher education such as Ph.D / M.Tech, etc.

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-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.

The details of the institute's programmes is as under:

Pogramme	Year	Pass percentage	Completion rate
MBA	2011-12	98	100%
	2012-13	97	100%
	2013-14	97	100%
	2014-15	*	
MCA	2011-12	97	100%
	2012-13	98	100%
	2013-14	97	100%
	2014-15	*	

** Result not published*

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

- The Training and Placement cell facilitates student progression toward employment.

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

- The students who are at risk of drop out are extended personal counseling.

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.

- The institute organizes sports and cultural activities in academic year.
- The institute has kits of Cricket, Badminton, Chess, Carom and encourages the students participate in the aforesaid sports.

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.

Nil

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?

- The employers' feedback is sought during the campus interview.
- The employers' suggestions are reviewed and their suggestions are noted for action.
- The institute collects feedback from its Alumni.

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.

- The institute encourages students to publish materials in college magazine PRAYAS.

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

- The institute does not have Student Council.

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

Students are represented in the Anti-Ragging Committee.

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

- The institute networks with its alumni through social media.

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 a leading institute for creating world class professionals.

MISSION

To develop competent, committed and compassionate manpower who actively participate in transforming the society as a whole and institutions into more caring and dynamic entities.

GOALS

- To involve all stakeholders to build and sustain a conducive environment for attainment of academic excellence.
- To promote pursuit of collaborative and multi-disciplinary research addressing the issues of the society.
- To care for conservation of natural resources and contribute to green initiatives.
- To identify and strengthen entrepreneurial abilities with a view to produce a continuous stream of job creators in the society.
- To practice professionalism with a value system which advocates mutual respect, trust, integrity and transparency.

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

- CIME as a constituent college of BPUT is committed to impart quality education to its students.

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 Principal conducts regular meetings to assess the academic progress of the students, completion of the syllabus, implementation of the academic plans, organizing various co-curricular, extracurricular activities, seminars etc.

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?

- The institute has various committees to oversee successful implementation of its plans and policies.

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

- The teaching staff are encouraged to participate in seminars, workshops etc., organized by various universities and national institutes.

6.1.6 How does the college groom leadership at various levels?

- The students and the faculty are encouraged to organize various competitions, co-curricular and extra-curricular activities.
- Each faculty member acts as mentor for a group of students.

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 institute has delegated appropriate authority to HoDs for operational efficiency.

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

Yes. All important decisions are taken through a participative decision making process by various committees.

6.2 Strategy Development and Deployment

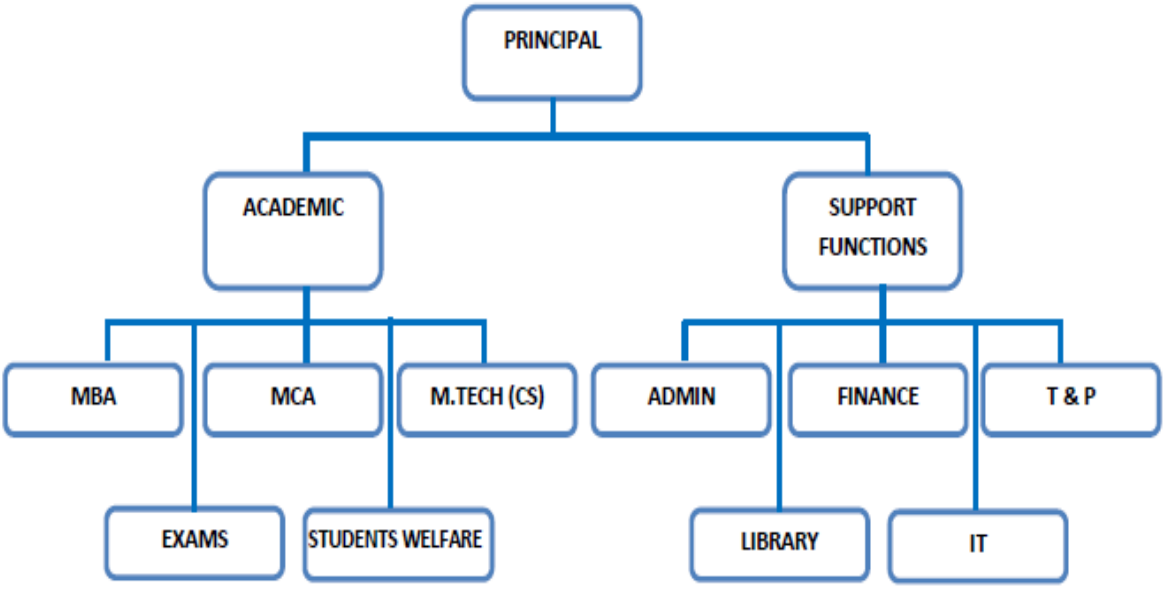
6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

- The vision and mission statements serve as a guide for enhancing quality in all its academic pursuits.
- The institute is a constituent college of BPUT and teaches the curriculum prescribed by the same.
- The institute develops the annual academic plan for imparting the prescribed subject content in a student-centered methodology to meet the deadlines in the academic calendar of BPUT.
- The institute strives to make teaching-learning activities interesting, participatory and result oriented.

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

- CIME has taken up with the University to declare it as the Research Centre of BPUT for the Doctoral Research Program in Business Administration. In this Centre, the candidates registered for Ph.D program shall undergo mandatory coursework of six months as stipulated by UGC.

6.2.3 Describe the internal organizational structure and decision making processes.



- The organizational structure facilitates smooth running of the institute.
- Since all important decisions are taken through committee meetings, the processes is participative and consultative.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

- **Teaching & Learning**
  - 50% of faculty members are encouraged to undergo training at national institutes during 2015-16.
  - Faculty members must develop real life case studies and involved students to collect data and make analysis for classroom consumption.
  - All faculty members must attend atleast one conference in the academic year 2015-16.

- **Research & Development**
  - All faculty members are motivated to write articles and get these published in national and international journals.
  - The faculty members who have registered for Ph.D must complete the work within 2015-16.
  - Faculty members who are yet to start research work must identify problems of research and register for Ph.D within one year.
  - Faculty members must prepare project proposals for sponsored research.
- **Community engagement**
  - Encourage faculty and students to visit to the Blind School, Orphanage and hospitals and empathise with the needs of the inmates.
  - Participate in various awareness programmes such as Female Feticide, Drug Addiction, HIV/AIDS, Cancer prevention and so on
- **Human Resource Management**
  - Encouraging the faculty members to participate in faculty enrichment programmes.
- **Industry interaction**
  - The institute plans to organize at least one industrial visit in every semester.
  - To organize at least two student interaction sessions with senior professionals from industry.

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?

- The principal submits periodic reports to the University and Government regarding the activities of the institute.
- The institute website is regularly updated and can be easily accessed by all stakeholders.

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

- Staff of institute are members of various committees. They actively participate in all decision making processes as well as implementation of the decisions.

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

- As per BPUT regulation, the constituent colleges do not have Management Councils. However, the Board of Management of BPUT takes all important policy decisions pertaining to constituent colleges.
- The major issues discussed during the last year in respect of CIME were infrastructure development, construction of girls hostel, conversion of self-financing courses into regular modes.
- Approval for infrastructure development and construction of girls hostel have been accorded and funds allotted.
- Conversion of self-financing courses into regular mode is underway.

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?

CIME has not yet approached BPUT for grant of academic autonomy.

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

- A Grievance Redressal Cell/Committee looks into all grievances and complaints received either in writing or orally.

- The cell also ensures that necessary actions are taken. The complaint details are maintained.
- A student can approach the Principal in case he/she is not satisfied with grievance redressal.

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?

- The institute has not filed any court case during the last four years.
- Some faculty members working on contract basis have filed writ petitions before the Hon'ble High Court of Orissa with a prayer for regularization of their services. The matters are sub-judice.

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?

- The institute analyses and reviews the feedback received from students in a positive perspective and takes necessary steps for improvement in areas of concern.

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?

- Faculty members are deputed for refresher courses
- The institute encourages the faculty members to attend FDP/ Workshops/ Seminars/ Conferences organized by other institutes.
- The faculty members are given opportunity to interact with experts from different fields during interactive sessions organized in the institute.
- The faculty members are encouraged to write articles and pursue research.
- The non-teaching staffs are encouraged to visit other leading institutes to study the best practices followed there.

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?

- The faculty members are sponsored for Training Programmes, Paper Presentations in conferences, Attending Seminars, Workshops, etc.
- The faculty members are entitled to get an increased remuneration on acquiring higher educational qualification (Ph.D).

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 institute has an annual self appraisal system of Performance Appraisal.

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?

- Feedback received form students are matched with the self appraisal done by the faculty concerned. Specific shortcomings, if any, are discussed with the faculty concerned for improvement.

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 teaching and non-teaching staffs are allowed to take interest free advances during festival once in a year.
- The regular staff members are covered under group gratuity, provident fund and leave salary scheme.

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

- The recruitment of regular faculty is undertaken by BPUT for its constituent colleges. CIME as a constituent college only endeavors to provide a conducive academic environment to the faculty.

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?

- Important decisions involving financial outgo are taken in various committee meetings like Building & Works Committee, Academic and Administrative Committee.
- The financial resources are managed under the supervision of Principal.

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.

- The institute has internal audit as well as external audit for each financial year.
- The audit report is submitted by the Charted Accountant firm.
- The last audit was done in May 2014.
- No objections or queries were raised by the auditors.

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.

- Fee collection is the major source of income for the institute.
- The audited income and expenditure statement for the previous four years are attached at the end of Self Study Report.

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

- CIME submits proposal to the government for securing additional funding required for infrastructure development. Building and Works Committee of the institute looks after effective utilization of the same.

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?**

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

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

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

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

- The institute does not have IQAC.

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 operationalization.

Not Applicable

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.

Not Applicable

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?

Not Applicable

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

Not Applicable

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?

- The institute formulates the subject-wise teaching plan at the outset of the academic year in accordance with the academic calendar declared by BPUT.
- Teaching is done as per the teaching plan so that the students can come prepared for active discussion with teachers.
- According to teaching plan, teachers submit portion completion report to the Principal/ HOD prior to internal tests; if a teacher needs additional lectures then special lectures are allotted after a discussion at the staff meeting.
- Audio-visual presentations are also undertaken.
- The students are made to submit assignments in subject as may be decided by the teacher concerned.
- Industry visits are arranged for the students. Faculty members accompany the students for guidance.
- The students present seminars and participate actively in group discussions.
- The students are evaluated on the basis of their academic performance in class tests and class room interactions.
- The management assesses the teachers on their regularity and punctuality, academic planning, active involvement in institutional development activities.
- The Principal also interacts informally with the students and teachers to evaluate the teaching performance of each faculty members.

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

- Formal and informal meetings with the staff/stake holders are conducted.
- A formal framework for the Quality Assurance Mechanism would be developed and put in place with approval of the university.

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?

No, the institute does not conduct a Green Audit of its campus and facilities.

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

Energy conservation

- The following measures have been taken to save energy:
  - Fluorescent tubes, CFL and LED lightings are used. No incandescent bulbs are used anywhere in the campus.
  - In non-reading and non-working areas reduced lighting (25-40 watts) is used.
  - For outdoor lighting, high pressure sodium or metal halide lamps are used.
  - All electrical equipment and gadgets are switched off immediately when not required.
  - Computers, printers, copiers etc., which are not in use are powered off at the end of the day.
  - Electronic equipment and gadgets are shut off during non-working hours.

Use of renewable energy

- The college does not use renewable energy.

Water harvesting

- The college has the facility of Water Harvesting, set up by Government of India.

Check dam construction

N/A

Efforts for Carbon neutrality

- The institute spreads awareness among its faculty and the students to keep their vehicles fine-tuned in order to reduce carbon emission.

Plantation

- Various types of trees are planted in the campus.

Hazardous waste management

- CIME does not generate hazardous waste.

e-waste management

- Disposal of e-waste is undertaken periodically.

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 following practices have created a positive impact on the functioning of the institute:

- Making the students submit **hand written** assignments in every subject
- Industry analysis assignments
- Top three students of each semester are given an opportunity for an interaction with the Vice Chancellor of the university
- Mentoring opportunity with the Chartered Members of TiE Bhubaneswar chapter for students who wish to start their own business

7.3 Best Practices

7.3.1 Elaborate on any two best practices as 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.

Best Practice No.1

1. Title of the Practice: **Zero Class Miss Policy**

2. Goal:

- CIME aims at holding all classes as per the academic routine notified in advance. Thus, there shall not be feeling among students that a class has not been held in the absence of a teacher thereby students.
- The underlying principle that "students should attend all classes" and "the college should take all possible care to hold all classes without fail". This would send strong positive message to all stakeholders, internal and external.

3. The Context

- A student attending all classes exhibits good performance in exams.
- This would enthuse a student to learn and strengthen analytical and professional skills.
- He/she inculcates a good classroom behavior.
- Peer learning and team spirit.

4. Practice

- The faculty members take teaching job as a noble activity. There is a unwritten policy that, in case a faculty desires to go on leave because of pressing need, he/she shall immediately inform the HoD/Coordinator about the proposed absence. This enables the Coordinator to suitably re-adjust the class by other faculty without causing any dislocation to the normal teaching.
- In case of exigencies, immediate arrangement of classes are being done by other subject teachers in order to maintain continuity of class schedule.
- During special occasion like guest lectures, meeting with industry people, the classes are rescheduled with due notice to students.
- Messages are sent to students about reschedule of classes.

5. Evidence of Success

- The zero class miss policy has fostered better understanding and relationship among students and faculty members. This has significant impact on creation of an academic ambiance inside the campus. Besides, it helps them inculcate discipline on all fronts. The academic performance of the students goes up significantly.
- One of our students of MCA has bagged the University Gold Medal in the year 2013.

***6. Problem encountered & Resources required*:** No problem faced.

7. Notes (optional)

8. Contact details

- Prof. A.K. Panda, HoD (MBA)
- Mrs. Rajalaxmi Mishra, Academic Coordinator (MCA)

Best Practice-2:

1. **Title of the Practice: Swachh Campus**

2. **Goal:**

   One of the distinctive best practices of the institute is its passion for a spic and span campus. It includes neatness and hygiene inside and outside the college building and its surrounding. Overall cleanliness is considered to be the first pre-requisite towards attainment of academic excellence in the campus.

   The entire physical infrastructure including the land, landscaping, physical assets and facilities are included in the cleanliness program of the institute to maintain purity of shape, size, form and natural characteristics.

3. **The context:**

   i. To ingrain the habit and practice of workplace cleanliness and hygiene among the student and staff.

   ii. To offer a satisfying experience of purity and fulfillment to all stakeholders who visit and use any common and special facility of the institute

   iii. To enhance the longevity and productivity of fixed and current assets of the institute by inculcating a sense of care, belongingness and ownership amongst the users.

4. **The Practice:**

   The entire campus is litter free. Dust bins with aesthetic looks are put all over to give no scope to litter the class rooms, labs, offices, corridors, common rooms, canteen and spaces outside the building like lawns, parking areas, pathways and spaces below the plants. Sweeping and cleaning the floors have been outsourced with clear understanding of service levels. Special attention is given to wash rooms which are cleaned every 2 hours to keep free from any bad odour. Proper toiletries are kept in all wash rooms. Principal and senior faculty members also make use of the common facilities to ensure cleanliness.

   Awareness building among new students for cleanliness and its benefits starts form the day he/she first joins the college. Some quality time is devoted in the Student orientation program to highlight the policy and practices of the institute on cleanliness. The senior students are encouraged to mentor the new ones on cleanliness. Students are also made aware of the benefits of green energy initiatives which is a logical extension of cleanliness and resource conservation.

   The students are mandated to come to the institute in proper attire and uniform to synergize with the ambience.

Once in every month, the students participate in campus cleaning and surrounding sanitization drive. The drains outside and vicinity of the boundary walls are paid special attention. Stickers and bills are discouraged inside and outside.

Efforts are made to inculcate and elicit a sense of care and belongingness among the staff and students for the physical and soft assets of the institute.

5. *Evidence* of success:

i. The campus is immaculately spic and span.

ii. The good practices get extended to the homes or hostels where the students reside.

iii. Visitors go back with a very positive outlook on the institute.

iv. The campus is 100% free from pan, gutka, drug or alcohol consumption.

v. Blowing of horn inside the campus is restricted to prevent noise pollution.

vi. e-waste management action plan is under preparation

vii. Sensitization of all stake holders towards greater issues and concerns like environmental care, climate change, public health and societal wellbeing.

***6. Problem encountered & Resources required*:** No problem faced.

7. Notes (optional)

8. Contact details

- Prof. A.K. Panda, HoD (MBA)
- Mrs. Rajalaxmi Mishra, Academic Coordinator (MCA)

3. Evaluative Report of the Departments

1. Name of the department – **COMPUTER SCIENCE AND APPLICATION**
2. Year of Establishment - **2001**
3. Names of Programmes/Courses offered (PG) :

   Master in Computer Application (MCA)

   Master of Technology (Computer Science Engineering) (M. Tech (CSE))
4. Names of Interdisciplinary courses and the departments/units involved - NA
5. Annual/ semester/choice based credit system (programme wise):

   Semester System (**As per BPUT norms)**
6. Participation of the department in the courses offered by other departments- **Nil**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **N/A**
9. Number of teaching posts

Posts	Strength as per AICTE Norm	Filled
Professor	03	Nil
Reader	05	Nil
Faculty	15	09
Total:	**23**	**09**

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Desig-nation	Specialization	Experience	No. of Ph.D student guided
Mrs. Rajalaxmi Mishra	M.sc(Stat), M.Phil(Stat), M.Tech(CS)	Faculty	Applied Math, Comp Security, Automata Theory, Compilers	12 years	
Mr. Susanta Kumar Behera	MCA, M.Tech (CS)	Faculty	Computer Graphics, Security.	8 years	
Mr. Deepak Ranjan Panda	MCA, M.Tech (CS)	Faculty	Object Oriented Programming, Algorithm analysis, Database	5 years	
Ms.Bishnu priya Mallick	B.Tech (ETC), M.Tech (CS)	Faculty	Networking, Computer Architecture, Micro Processors.	5 years	

Mr Sudhir Kumar Senapati	MCA, M.Tech (CSE)	Faculty	Software Engg., C Prog, Mobile Computing, Networking	4 years	
Mrs. Sabitarani Behera	MCA, M.Tech (CS)	Faculty	C++ , Java , Soft computing, Database	6 years	
Mr. Pranab Kumar Mohanty	M.Sc (Math), MCA	Faculty	Applied Math, Research Methodology ,Artificial Intelligence	12 years	
Mr. S. S .G Mishra	MCA, M.Tech (CSE)	Faculty	Algorithm, Compilers, Data Structure, OOP	7 years	
Mr. Nihar Ranjan Sabat	B.Tech (CSE), M.Tech (CSE)	Faculty	Network security, Sensor networks, Operating Systems	5 years	

11. List of senior visiting faculty-

(a) Mr. Manas Patnaik, B.Tech (E&TC), MS (CSE) (USA),

Former Senior Director, STPI, New Delhi

(b) Mr. Satyasundar Mohapatra, M. Tech (CSE)

(c) Mr. Ashok Kumar Panda, M. Tech (CSE)

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty – **around 20%**

13. Student -Teacher Ratio (programme wise) **: 18:1**

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

	Sanction strength	Filled
Sr. Lab Instructor	1	Nil
Jr. Lab Instructor	2	2

NB: Administrative staff are not allotted to any Department, rather to the college as a whole.

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.

All 9 faculties are M. Tech in Computer Science. Three of them have registered for Ph.D.

16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received - **NIL**

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received- Nil

18. Research Centre /facility recognized by the University- No

19. Publications: **Nil**

20. Areas of consultancy and income generated - **Nil**

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards….

Name	National committees	International Committees	Editorial Boards
Nil			

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme- **Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies- **Nil**

23. Awards/ Recognitions received by faculty and students

One student (Ms. Samapika Routray) got University Gold Medal for being the topper in the University Exam in MCA stream in 2013.

24. List of eminent academicians and scientists/ visitors to the department:

Prof. O.N.Mohanty, Former VC, BPUT

Prof. R.N. Mahapatra, Texas A&M University, USA

Prof. Chitta Baral, Arizona State University , USA

Prof. S. J. Mishra, New Mexico State University, USA

Prof. L.M. Patnaik, IISc, Bangalore

Prof. S.Padhy, Former Director, Institute of Mathematics, Bhubaneswar

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National **Nil**

b) International **Nil**

26. Student profile programme/course wise: **Admission of Students is through OJEE-2014**

Name of the Course/ programme (refer question no. 4)	**Allotment Received through OJEE**	**Finally joined**	**Enrolled**		**Pass percentage**
			Male	**Female**	
MCA	**120**	**55**	**24**	**31**	
M.Tech(CS)	**18**	**08**	**02**	**06**	

27. Diversity of Students

Name of the Course	**% of students from the same state**	**% of students from other States**	**% of students From abroad**
MCA	**100%**	**Nil**	**Nil**
M.Tech (CS)	**100%**	**Nil**	**Nil**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? **Nil**

29. Student progression

Student progression	**Against % enrolled**			
UG to PG				
PG to M.Phil/M.Tech (CS)				
PG to Ph.D				
Ph.D. to Post-Doctoral				
Employed	2011-12	2012-13	2013-14	2014-15
Campus Selection:	77%	44%	29%	42%
Other than campus recruitment:	N/A	N/A	N/A	N/A
Entrepreneurship/Self-employment:	N/A	N/A	N/A	N/A

N/A: Data Not Available.

30. Details of Infrastructural facilities:

a) Library - **Central Library with around 16,954 Books**

b) Internet facilities for Staff & Students **10 Mbps leased line from STPI.**

c) Class rooms with ICT facility - **06 class rooms**

d) Laboratories – **4 Computer Labs available with 120 PCs**

31. Number of students receiving financial assistance from college, university, government or other agencies

PRERANA Scholarship (Funded by State Government)

1st year – Not yet declared

2nd year - 18

3rd year – 28

MEDHABRUTI Scholarship (Funded by State Government)

1st year – 29

2nd year – 02

3rd year – 25

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts **– 7 in 2014-15 Academic session**

33. Teaching methods adopted to improve student learning-

- **Participative class room teaching**
- **Presentation using audio-visual aids**
- **Problem solving approach in class room**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities-

- **Computer literacy for slum children**
- **Flood relief services**

35. SWOC analysis of the department and Future plans –

STRENGTHS

- Top Ranking Odisha JEE candidates opt for the Department
- All faculty members have M. Tech (CSE) degree
- More than 50% placement of students
- ICT facilities in class rooms
- Central library with e-books and e-journals

WEAKNESSES

- Acute shortage of regular faculty
- No hostel facilities
- No staff quarters

OPPORTUNITY

- Being located in the capital city, the college is well connected by Road/ Rail/ Air, which allows creating growth opportunities through industry-institute interaction
- Proximity to reputed academic institutes like CET, IIT, IIIT and NISER offers scope for academic collaboration.
- Proximity to IT companies like Infosys, TCS, WIPRO, Tech Mahindra, Mindfire Solutions and many more inspire the students and offer opportunity for interaction with highly experience IT professionals

CHALLENGES

- Bringing in highly qualified and experienced regular faculty
- Fostering an environment for academic research and preparation of proposals for sponsored research projects
- Early creation of hostel facilities for girl students

Department of Master of Business Administration

1. Name of the department – **MASTER OF BUSINESS ADMINISTRATION**
2. Year of Establishment - **2005**
3. Names of Programmes/Courses offered (PG)-

Master in Business Administration (MBA)

4. Names of Interdisciplinary courses and the departments/units involved - NA
5. Annual/ semester/choice based credit system (programme wise) –

Semester System (As per BPUT norms)

6. Participation of the department in the courses offered by other departments- **Yes**

Faculty of MBA Department teach some papers as prescribed in MCA curriculum.

7. Courses in collaboration with other universities, industries, foreign institutions, etc. **Nil**
8. Details of courses/programmes discontinued (if any) with reasons: **MBA (Part Time) program was discontinued as there were no takers for the same.**
9. Number of teaching posts

Post	Sanctioned as per AICTE Norms	Filled
Professor	02	02
Asso. Professor	04	01
Asst. Professor	10	01

10. Faculty profiles with Name, Qualification, Designation, Specialisation (Ph.D/M.Phil etc.)

Name	Qualification	Designation	Specialization	Experience	No. of Ph.D student guided
Prof. S.R. Mohapatra	M.Com., FCS, FCMA, PGDM (XIMB), Ph.D (Business Admn.)	Principal	Finance and General Management	15 years in teaching and 20 years in industries	3
Prof. A. K. Panda	B Sc (Engg) Hons , PGDM (XIMB), Ph.D (Cont.)	Professor	Finance and IT	6 years in teaching & Over 25 years industries	
Mr. R. N. Sahu	M Sc , LLB , M Phil, MBA (IGNOU)	Reader	Human Resource and General Management	14 Years in teaching and 15 years in industries	

Mr. D. Mohanty	B Com (Hons), LLM, FCA, DISA, MBA	Lecturer	Financial Management	11 Years in teaching and 9 years in industries	
Mr. M. C. Tripathy	PGDCA(XISS), PGDBM, MBA (Utkal)	Faculty	Marketing and IT	8 years in teaching and 10 years in industries	
Mr. D. D. Achraya	M.A (Eco), LLB, MBA	Faculty	Economics, Law, Banking, Insurance and Finance	9years in teaching	
Dr. A Nanda	B Tech, MBA, Ph. D. (Marketing)	Faculty	Marketing and General Management	6 years in teaching and 2 years in industry	
Mrs. S. Panda	M.A., B. Ed., M. Phil (Eng), MBA	Faculty	Communicative English & Business comm	6 Years in teaching	
Mr. Krushna Parasd Panda	M Sc (Physics), MBA (HR & Fin), UGC NET (Management) & (LW/PM/IR/LSW/HRM) qualified	Faculty	HR and General Management	2 yrs in industry & more than 2 yr in teaching	
Mr. Kedareswar Panda	MBA, M.A.(ENG), M.Phil (ENG)	Faculty	Marketing and Soft Skill	4 Years in teaching	

11. List of senior visiting faculty-
    a. **Prof. S.K. Misra**
    b. **Prof. N.C.Kar**
    c. **Prof. N.C.Sahoo**
    d. **Prof. S.K.Tripathy**
    e. **Mr. A.D. Rout, Vice President, SBI Caps**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty – **20%**
13. Student -Teacher Ratio (programme wise)**: 17:1**
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

	Sanction strength	Filled
Sr. Lab Instructor	1	Nil
Jr. Lab Instructor	2	2

The Administrative staffs are not allotted to any Department, rather to the college as a whole.

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ M.Phil/PG.

All 10 faculties are having MBA degree. Two of them already awarded Ph.D and three of them have registered for Ph.D.

16. Number of faculty with ongoing projects from (a) National (b) International funding agencies and grants received - **NIL**

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received- **Nil**

18. Research Centre /facility recognized by the University- **No**

19. Publications: **Yes**

Publication	13
No. of papers published	18
No. of publications listed in International database	--
Monographs	--
Chapter in Books	--
Books edited	--
Books with ISBN/ISSN nos. with details of publishers	02(Pearson, HPH)
Citation Index	--
SNIP	--
SJR	--
Impact factor	--
h-index	--

20. Areas of consultancy and income generated – **Nil**

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards….

Name	National committees	International Committees	Editorial Boards
Dr. S. R. Mohapatra	**Standing Appellate Committee of AICTE**	**---**	**01**
Prof. R .N.Sahu	**EVC of AICTE**	**---**	**---**

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme- **Nil**

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies- **Nil**

23. Awards/ Recognitions received by faculty and students:**Nil**

24. List of eminent academicians and scientists/ visitors to the department:

Prof. O.N. Mohanty, Former VC, BPUT

Prof. R.N. Mahapatra, Texas A&M University, USA

Prof. Chitta Baral, Arizona State University, USA

Prof. S. J. Mishra, New Mexico State University, USA

Prof. L.M. Patnaik, IISc, Bangalore

Prof. S.Padhy, Former Director, Institute of Mathematics, Bhubaneswar

Prof. P.C. Tripathy, Former VC, Sambalpur University

Mr. Manaw Modi, CEO, Karma Strategies, Bhubaneswar

Mrs. Bobby Patnaik, Head (HR), Infosys, Bhubaneswar

Mr. B.S. Pani, Management Consultant, Bhubaneswar

Mr. R.N. Mohapatra, DGM (Mktg), NALCO

Mr. S. Balagopal, Procurement Specialist, World Bank

Mr. Prabhu Goel, Serial Entrepreneur, Silicon Valley, USA

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National **Nil**
b) International **Nil**

26. Student profile programme/course wise: **Admission of Students is through OJEE-2014**

Name of the Course/ programme	Allotment Received through OJEE	Finally joined	Enrolled		Pass percentage
			Male	Female	
MBA	**120**	**77**	**45**	**32**	**--**
MBA(PT)	**60**	**Nil**	**--**	**--**	**--**

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students From abroad
MBA	**100%**	**Nil**	**Nil**
MBA(PT)	**Nil**	**Nil**	**Nil**

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? **Nil**

29. Student progression

Student progression	Against % enrolled			
UG to PG	--			
PG to M.Phil	--			
PG to Ph.D	--			
Ph.D. to Post-Doctoral	--			
Employed	2011-12	2012-13	2013-14	2014-15
Campus Selection:	30%	33%	34%	48%
Other than campus recruitment:	N/A	N/A	N/A	N/A
Entrepreneurship/Self-employment:	N/A	N/A	N/A	N/A

N/A: Data Not Available.

30. Details of Infrastructural facilities:
    a) Library - **Central Library with around 16,954 no. of Books**
    b) Internet facilities for Staff & Students **10 Mbps leased line from STPI.**
    c) Class rooms with ICT facility: 06
    d) Laboratories – **2 Computer Labs available with 60 PCs**

31. Number of students receiving financial assistance from college, university, government or other agencies

PRERANA Scholarship (Funded by State Government)
1st year - Applied
2nd year - 18
3rd year – 14

MEDHABRUTI Scholarship (Funded by State Government)
1st year – 29
2nd year – 02
3rd year – 25

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts **– 8 in 2014-15 Academic session**

33. Teaching methods adopted to improve student learning-

- **Participative class room teaching**
- **Presentation using audio-visual aids**
- **Case study methods used extensively in class rooms**
- **Problem solving approach in class room**

34. Participation in Institutional Social Responsibility (ISR) and Extension activities-

- **Computer literacy for slum children**
- **Flood relief services**
- **Visit and empathizing with inmates of orphanage, old age homes and hospitals**

35. SWOC analysis of the department and Future plans –

STRENGTHS

- Top Ranking JEE candidates opt for the MBA Department
- Faculty members well qualified
- More than 50% placement of students
- ICT facilities in class rooms
- Central library with e-books and e-journals
- CIME being located in the midst of a MSME hub of industrial units, students have ample scope for exposure to operation and issues of these units

WEAKNESSES

- Acute shortage of regular faculty
- No hostel facilities
- No staff quarters

OPPORTUNITY

- Being located in the capital city, the college is well connected by Road/ Rail/ Air, which allows creating growth opportunities through industry-institute interaction
- Proximity to reputed academic institutes like XIMB, IIT, IMI offers scope for academic collaboration.
- Proximity to MSME industry hubs like Mancheswar IE, Infocity, Khurda IE, Jagatpur IE offer opportunity for interaction with experienced entrepreneurs and managers

CHALLENGES

- Bringing in highly qualified and experienced regular faculty
- Fostering an environment for academic research and preparation of proposals for sponsored research projects
- Early creation of hostel facilities for girl students

DECLARATION BY HEAD OF THE INSTITUTION

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in this SSR during the Peer Team visit.

PRINCIPAL
COLLEGE OF IT & MANAGEMENT EDUCATION
BHUBANESWAR

Place: Bhubaneswar
Date: 11/04/2015