



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		PARALA MAHARAJA ENGINEERING COLLEGE
Name of the head of the Institution		Prof. (Dr.) Ranjan Kumar Swain
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		06811291335
Mobile no.		7077714001
Registered Email		principal@pmec.ac.in
Alternate Email		pmecbam@gmail.com
Address		Village: Sitalapalli PO: Tanganapalli Dist: Ganjam
City/Town		Berhampur
State/UT		Orissa
Pincode		761003

2. Institutional Status					
Affiliated / Constituent		Constituent			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. Jnanaranjan Mohanty			
Phone no/Alternate Phone no.		06811291335			
Mobile no.		9437268663			
Registered Email		pmecham@gmail.com			
Alternate Email		drjrmohanty@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://pmech.ac.in			
4. Whether Academic Calendar prepared during the year		No			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	2.58	2017	23-Jan-2017	22-Jan-2022
6. Date of Establishment of IQAC			25-Nov-2017		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
No Data Entered/Not Applicable!!!					
L::asset('/', 'public/').'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'. \$instdata->upload_special_status)}} <div style="text-align: center;">View Uploaded File</div>					

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	TEQIP III	World Bank	2017 1643	110000000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Implementation of outcomebased education. Implementation of Student Induction Program Upgradation of ICT based class rooms for hybrid mode of teaching learning. Preparation of study material including lab manuals and videos for students Alumni Feedback System

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Applying for NBA conducting workshop on outcomebased Education for faculties and applying for NBA. 2. Imparting GATE training to students to improve employability 3. Enhancing soft skill ability in the students in order to improve employability. 4. Upgradation of ICT based class rooms for hybrid	1. (a) Registered for accreditation of NBA (b) Paid fees in March 2019 for NBA accreditation of the Mechanical Engineering, Computer Science Engineering, Electrical Engineering, Civil Engineering programs. (c) However visit of peer team had not happened in the year. 2. As many as 372 students

mode of teaching learning.

were imparted GATE training by Engineers Academy an empanelled agency of NPIU, TEQIP III. 3. Universal Education an empanelled agency of NPIU, TEQIP III was engaged to improve soft skill of 563 interested 2nd year and 3rd year students.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Teachers council

18-Jul-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

13-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

1. Institute has appointed an MIS officer to collect and compile the information from all the departments/Sections/Cells such as 9 Departments, Establishment Section, Examination Section, Scholarship Section, Training Placement Cell, Maintenance Cell, Library Etc. The information collected are stored as a database for the institute a faculty in charge of MIS oversees the activities related to MIS.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Institute follows the academic calendar of BPUT. A semester is of 90 working days duration in which internal assessment of the students for 50 marks such as quiz test(5 marks), surprise test(5 marks), Assignment(5 marks), attendance(5

marks) and two twsts of 15 marks each are evenly spaced to ensure continuous internal assessment. The subject teachers prepare the questions for the tests in accordance with Bloom's Taxonomy. They maintain the course files subject wise containing syllabus, lesson plan, course outcomes, course outcome mapping, lecture note, PPT sheets, question papers of quiz, assignment questions and marks, class test questions and marks, semester questions, attendance report, feedback report, analysis and action planned report etc. For laboratories, it contains lesion plan and progress report, evaluation scheme, attendance report etc.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
AUTOCAD	AUTOCAD	17/09/2018	30	Focus on Emploibility	Yes
C Programming	C Programming	12/09/2018	30	Focus on Emploibility	Yes
Electrical CAD	Electrical CAD	17/09/2018	30	Focus on Emploibility	Yes
PLC Programming	PLC Programming	17/09/2018	30	Focus on Emploibility	Yes
SolidWorks	SolidWorks	24/09/2018	30	Focus on Emploibility	Yes
STAAD Pro	STAAD Pro	26/09/2018	30	Focus on Emploibility	Yes
VLSI	VLSI	31/12/2018	30	Focus on Emploibility	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BTech	Automobile Engineering	01/07/2014
BTech	Chemical Engineering	01/07/2015
BTech	Computer Science Engineering	01/07/2009
BTech	Civil Engineering	01/07/2009
BTech	Electrical Engineering	01/07/2009
BTech	Electronics & Tele Communication Engineering	01/07/2014
BTech	Mechanical Engineering	01/07/2009
BTech	Metallurgy and Material	01/07/2014

	Engineering	
BTech	Production Engineering	01/07/2015
Mtech	Machine System Design	01/07/2014
Mtech	Power System Engineering	01/07/2015
Mtech	Structural Engineering	01/07/2015
Mtech	Thermal Engineering	01/07/2015
Mtech	Production Engineering	01/07/2015

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	830	830

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Feedback from students (Form) including the following aspects: ? Faculty's Instructional Skill as viewed by students ? Rapport and interaction of faculty with students ? Feedback offered by the faculty to improve students' learning abilities or perform better ? The way the faculty organizes his/her lectures during coursework such as sequence and connectivity of topics, etc ? Standard of the examination conducted by the faculty and the fairness in grading ? Any other comments student wishes to offer on the faculty's performance in teaching. The feedback is analyzed periodically (once in a semester) and the ratings are periodically conveyed back to the faculty to enable the concerned to improve upon. For newly joined faculty, an assessment is made within 3 months of joining. Results are appropriately conveyed to faculty. In light of the above efforts of the Institute, at the time of considering a faculty for promotion, the feedbacks offered by the students over successive semesters and</p>

how a faculty has been consistently improving or otherwise is further rated by visualizing mainly student feedback and several other aspects such as the following: Feedback from Others: Feedback collected from other stakeholders such as Parents, Employers, and Alumni helps the organisation to grow. Efforts are made to take necessary steps to overcome the difficulties. The views are sent to IQAC, HoD council and other decision-making bodies for their discussion and suggestions. Feedback from Students: • Most significant role in the program. • Provide input for designing the PEOs/POs. Feedback from Alumni: • Alumni are a measure of long term success of the program.. • Recollect their existence during their stay in the institute and advice the department with necessary inputs with respect to students' career. Feedback from Parents: Parents are another important stakeholder for the academic Program. The parent constituency contributes by providing valuable suggestions and feedbacks. Feedback from Recruiters/ Employer: • Their inputs will help to enhance the program curriculum such that the program outcomes are attained and it enable the students to face the challenges in recent trends

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	394	38	0	0	110

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Faculty Advisor (Student Mentoring) Shared Vision: To ensure that all students have access to reliable, truthful, valid and one-to-one advising services for academic success over their period of stay in the Institute. Objectives
The primary purpose of academic advising is to assist students in their pursuit of life through the selected educational program, leading them to be well-established in life and prepare them as professionals good human beings in the modern society. Apart from monitoring their academic progress and other related activities, it also includes assisting students: (1) to adopt a healthy and success-oriented academic culture (2) to inculcate a

disciplined and professional attitude (3) to understand institutional support services available (4) to understand institutional policies/procedures and abide by the rules regulations (5) to focus on academics and take decisions for academic success career planning, and (6) to overcome their personal problems (if any) and render required support and help. The Faculty Advisor Concept : Conceptually, the role of Faculty Advisor is intended to mentor guide the students for achieving academic success for which they have come to the Institute. In this context, faculty members are required to offer their best efforts in line with the Institute's mission to shape the student's career as well as impart essential life-skills. A group of 15 students are assigned to a selected faculty member, termed as the "Faculty Advisor" of that group, and remains in that role till the student successfully completes his/her course from PMEC. A Faculty Advisor is expected to closely interact with each student in the group primarily in a one-to-one manner, establish a trusting relationship with them and be in touch with their parents. In a way, the Faculty Advisor is envisioned to assume the role of a Social Parent, keep track of their day to day activities (including monitoring, mentoring, and facilitating academic co-curricular progress), extend a helping hand whenever required, and acts as a vital bridge between the parents and the Institute. Furthermore, a Faculty Advisor would also provide necessary motivation, encouragement, moral support, and primary counselling to the students to help them prepare for a successful professional career. Assuming the role of a Social Parent however does not authorize a Faculty Advisor to intentionally or unintentionally invade into their family aspects, religious/cultural values practices, relationships and personal lives in general. However, if anything is of a damaging nature or likely to damage the academic performance of a student as per the observations of the Faculty Advisor, he/she may express concern, discuss personally, advise and sensitize the student and/or bring the same to the knowledge of the parents, if required, depending on the outcomes of the advice.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2573	110	1:23

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
104	63	41	45	40

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Balaji Kumar Choudhury	Assistant Professor	Institutional Award from IEEE
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The internal assessment consists five components such as two tests 15 marks each, quiz test(5 marks), surprise test(5 marks), Assignments(5 marks), and attendance(5 marks). First test for 15 marks is conducted at mid of the

semester as per BPUT calendar. At least one assignment is given and assessed before first test. Similarly at least on quiz test and one surprise test are conducted evenly spaced before the first test by the subject teacher. Similarly the assessments are done between the first test and second test also. Finally all the components are entered in the markfoil by the subject teacher.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Institute prepares its own academic calendar adhering to the University calendar. Two slots of two hours each one in the morning and other in the evening is kept for the purpose of imparting training to the students on soft skill, technical skill etc. The various talks like talk by Industry experts, eminent academicians, motivational speakers are arranged as per their availability. The loss is compensated by taking extra classes in the above mentioned slots. Hence, the academic scheduled is not compromised in any case.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.pmec.ac.in>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.pmec.ac.in>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NSTIPED	Humanities Social Sciencess	31/01/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
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No Data Entered/Not Applicable !!!

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local

No Data Entered/Not Applicable !!!

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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No Data Entered/Not Applicable !!!

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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No Data Entered/Not Applicable !!!

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
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No Data Entered/Not Applicable !!!

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student Exchange Program	355	TEQIP-III	30
Faculty Exchange Program	42	TEQIP-III	30

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
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Internship	MoU with the Industry	CTTC	23/04/2017	23/12/2020	430
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
CTTC	23/04/2017	Internship to Students	430
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1583	1583

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Newly Added
Seminar Halls	Newly Added
Seminar halls with ICT facilities	Newly Added
Video Centre	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LIBSYS	Fully	10	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14769	6315083	1234	734565	16003	7049648
Reference Books	2230	952210	1080	721137	3310	1673347
e-Books	0	0	88	605304	88	605304
Journals	31	43000	0	0	31	43000
e-Journals	752	984907	0	0	752	984907
Library Automation	1	106200	0	0	1	106200
Others (specify)	0	0	3000	5900	3000	5900
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	418	276	0	0	49	84	9	100	0
Added	105	100	0	0	0	5	0	20	0
Total	523	376	0	0	49	89	9	120	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

120 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
190	190	261	261

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

HoDs Council The HoDs Council advises the Principal on improvements in policies, procedures, and operational aspects of the institution. The primary function of the Council is to establish and maintain cohesiveness of policy and operation through Institute. The Council acts upon recommendations from other governance committees/councils. Constitution: The Council shall comprise of Principal, all the HoDs, Controller of Examination and Senior Professors. The Council meetings are chaired by the Principal, and meeting agenda items are coorc through the office of the Principal. Powers and Functions: The Council shall be responsible for improvement of standards of teaching, research, extension collaboration programmes in academic matters. As the executive leadership of the institution, members have the authority to carry out the action items and activities resulting from meetings and other duties assigned by the Principal. The powers and functions are: 1. To define and monitor the Institute's Goals and Objectives 2. To make recommendations with respect to

academic and professional matters. 3. To make recommendation to University with regard to policies governing the functioning of the Institute and make amendments to the existing ones, if required, from time to time 4. To monitor and evaluate functioning of all committees/divisions/cells. 5. Preparing the Long Term Plan and Annual Plan of the Institute. 6. To make recommendation for approval of the Institute Budget, Annual Report and Action Taken Report to the University. 7. To make recommendation for establishing new departments, programmes, and new guidelines for admissions 8. To recommend collaborations with other institutions, professional bodies, and organizations 9. To approve the requirement of faculty and employees in relation to the strength of students, and other activities of the Institution 10. To monitor the Research activities of the Institute 11. Any other matter concerning the Institute at large The Council shall meet as often as may be necessary but not less than once every month. Finance Committee The Finance Committee is the Principal Body to provide for financial planning and fiscal discipline in the system. Constitution: The Finance Committee shall consist of the following members a. The Chairperson-Principal of the Institute,. b. SPOC Budget committee c. SPOC Purchase d. External member nominated by the GB from time to time e. Officer in-charge of Finance Accounts of the Institute as ex-officio secretary. Powers and functions: 1. The annual accounts and financial estimates of the Institute shall be placed before the finance committee for consideration and thereafter submitted to the Governing Body together with the comments of the finance committee for approval. 2. The finance committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so 3. No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the finance committee. The finance committee shall meet at least twice a year to examine the accounts and to scrutinize proposals for expenditure.

<https://pmec.ac.in>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft Skill Development	16/09/2018	563	Yes

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	TEQIP-III	935	2495	20	230
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
15	15	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GATE	6
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
SOURYA Annual Sports Meet	University Level	800
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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No Data Entered/Not Applicable !!!

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

No Data Entered/Not Applicable !!!

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

482

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Yes

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Inter College Sports Meet: SOURYA : It was proposed by the students of sports club to organize an inter college sports meet for making the students competitive. The proposal was placed before the HOD council by the concerned faculty coordinators. The proposal included the details of events to be conducted and the estimated budget for the program. The proposal was discussed and approved for further action. The faculty coordinators convened a meeting of the members of sports club and chalked out a detail schedule of events along with the list of Event coordinators, Event judges, Event Volunteers a few committees of student members such as registration/ Certificate committee, Hospitality committee, Logistic Committee guided by a faculty coordinator . This schedule 15 days before the start of SOURYA was submitted to principal for approval. After the approval the event coordinators started the preparation to conduct their respective events smoothly. Two review meetings were conducted by the faculty coordinators sports and the progress was conveyed to principal The program was successfully conducted. 2. EXORDIUM: A meeting of HOD council was called upon the release of final allotment list of first year students by Odisha JEE . The date of reporting of freshers and the Faculty Coordinator to conduct EXORDIUM was decided. The Faculty In Charge (FIC), Academics was entrusted the task of admission of new entrance to college. The FIC, Academics and the faculty coordinators EXORDIUM submitted their detailed plan to principal by the timeline given to them. The plans were discussed in the next scheduled meeting of HOD Council and approved for further action at the end of FIC Academics Faculty Coordinators EXORDIUM. The FIC, Academics formed his team to carry out the admission process in effective manner and conveyed the plan of action to principal for information. similarly the faculty coordinator EXORDIUM formed a team of forth year students and chalked out a schedule of events for a period of 15 Days. The schedule of event included all the type of events such as: Bridge Course, Yoga, Local Site Visit, Motivational Talk, Talk on Career Counseling, Cultural Talk, Various indoor and outdoor sports events Cultural

Events Etc. as per the guidelines of AICTE. The Estimated budget along with the scheduled submitted to principal for approval Both the admission and EXORDIUM were conducted smoothly.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Institute has a well defined feedback system on curriculum the feedback from different stake holder are collected and analyzed and communicated to university apart from that institute conducts various add on curses as per the need of the industry and hold expert talks as well.
Teaching and Learning	Teachers are deputed tio atatend the training program on innovative teaching learning methodology. They adopt those methods while teaching in order to improve the outcome ICT based classrooms available and outcome based education is being followed
Examination and Evaluation	Recommendation from the departments, alumini regarding the reform of examination and evolution are complied and sent to university for necessary action at their end.
Research and Development	The gfaculties are encouraged by giving incentivies to carry out research activities besides teaching. They are allowed to avail study leave tro peruse PHD and hence grow in research field.
Library, ICT and Physical Infrastructure / Instrumentation	Every year collerge procures text books reference books and other competitve books as recommended by students. institute upgarades the labrotories by procuring high end instruments. The exsiting classrooms are being converted to smart classroom/ ICT enabled classrooms
Human Resource Management	Being a govt ifunded institute it is following the rules and regulations of Govt. Of Odisha. As per the rule the faculties are availing leaves to attend Semiar/Conferencess and purse higher study such as PhD, The women faculties are availing maternity leave 6 month with pay. The rules are updated and as and when new rules revised by the Govt, The staff quarters are provided with

	nominal oriental.
Industry Interaction / Collaboration	The students are sent to industry on field visit for their exposure of industrial environment and better concept. They are also sent to industries for internship. MOUs are signed with leading institutions and industry like IIT Bombay, CTTC for training of students for above said purpose
Admission of Students	Admission of students is transparent and fair. This is conducted by JEE Odisha through online. Reservation as per Rule of State govt is followed by OJEE.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	yes
Finance and Accounts	yes
Student Admission and Support	yes
Examination	yes
Planning and Development	yes

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NSTIPED	NSTIPED	12/04/2018	16/04/2018	82	56
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development	Number of teachers who attended	From Date	To date	Duration

programme				
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Yes	Yes	Yes

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes Conducted AG Audit and its up to date

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Affilating University -BPUT	Yes	IQAC
Administrative	Yes	Govt.of Odisha-SDTE	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Induction Program for fresher student Parents Teacher Meeting on progress Attending Techno Cultural Function

6.5.3 – Development programmes for support staff (at least three)

Yes. Meeting to enhance the work ability to all the supporting staff Grievance and redressal of all the staffs. Training program by senior staff of the institution.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Formation of IQAC Cell 2. Preparation of Vision Mission Statement 3. Collection of feedback from all the stake holder
--

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Yes
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Swarachta Hin Seva at our Adopted village sitalapalli	18/01/2018	24/09/2018	01/10/2018	230
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Development Program	10/04/2019	10/04/2019	112	132

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>OVERVIEW: PMEC Green Club (PGC) with the tagline "Go Green" enhances a series of initiatives towards a green and eco-friendly environment. OBJECTIVES: PMEC Green Club (PGC) objective is to conduct activities and enhance initiatives towards a green and eco-friendly environment, thereby making the place around us a safer and greener place to live in. SPECIFIC GOALS: To conduct environment friendly events throughout the year, thereby providing a better environment for our living place. POLICY/RULES/GUIDELINES: All members should behave in an eco-friendly way to motivate others regarding a clean green environment. OUTCOMES OF THE CHARTER: For members: It will be beneficial for active members as they can be aware of various environmental issues can be a part of the clean green environment movement. For non-members and Institute: It will also be beneficial for non-members and institute as SGC organizes various events throughout the year, thereby making everyone aware of various environmental issues also making them a part of the clean green environment movement. ANNUAL CALENDAR OF EVENTS/ACTIVITIES: i. July-September: Visit to one outside school(Laxmipur UP School) or nearby area for creating awareness related to the environment. ii. October-December: Green Olympiad/ Seminar/ Presentations on current issues in green technologies and environment. iii. January-March: environment awareness competition among students during college Tech-fest. iv. April-June: Plantation drive.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
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Provision for lift	Yes	2500
Ramp/Rails	Yes	1000
Rest Rooms	Yes	2500
Any other similar facility	Yes	1400

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	19/12/2018	1	Swarchata Hin Seva	Yes	42

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Human Values	23/07/2019	In the undergraduated courses the first year course in Humanvalues in Second year in Ethics and code of conduct to all the stake holder

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Universal Ethics	20/08/2019	23/08/2019	234

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Procure and Maintain a Compost Machine 2. Bano Mahostav 3 Tree Palntation by BOG Members 4 Tree Plantation by NSS Coordinators

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Green and clean campus 2 Induction Program

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://pmec.ac.in/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

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faculty coordinators. The proposal included the details of events to be conducted and the estimated budget for the program. The proposal was discussed and approved for further action. The faculty coordinators convened a meeting of the members of sports club and chalked out a detail schedule of events along with the list of Event coordinators, Event judges, Event Volunteers a few committees of student members such as registration/ Certificate committee, Hospitality committee, Logistic Committee guided by a faculty coordinator . This schedule 15 days before the start of SOURYA was submitted to principal for approval. After the approval the event coordinators started the preparation to conduct their respective events smoothly. Two review meetings were conducted by the faculty coordinators sports and the progress was conveyed to principal The program was successfully conducted. 2. EXORDIUM: A meeting of HOD council was called upon the release of final allotment list of first year students by Odisha JEE . The date of reporting of freshers and the Faculty Coordinator to conduct EXORDIUM was decided. The Faculty In Charge (FIC), Academics was entrusted the task of admission of new entrance to college. The FIC, Academics and the faculty coordinators EXORDIUM submitted their detailed plan to principal by the timeline given to them. The plans were discussed in the next scheduled meeting of HOD Council and approved for further action at the end of FIC Academics Faculty Coordinators EXORDIUM. The FIC, Academics formed his team to carry out the admission process in effective manner and conveyed the plan of action to principal for information. similarly the faculty coordinator EXORDIUM formed a team of forth year students and chalked out a schedule of events for a period of 15 Days. The schedule of event included all the type of events such as: Bridge Course, Yoga, Local Site Visit, Motivational Talk, Talk on Career Counseling, Cultural Talk, Various indoor and outdoor sports events Cultural Events Etc. as per the guidelines of AICTE. The Estimated budget along with the scheduled submitted to principal for approval Both the admission and EXORDIUM were conducted smoothly.

Provide the weblink of the institution

www.pmec.ac.in

8.Future Plans of Actions for Next Academic Year

The present system of academic audit is conducted by the internal team the members of which are from other disciplines. To make the audit more rigorous, the relevant subjects experts from other institutes need to be included in the audit team. Therefore, The academic audit with experts from other institute will be implemented for next year in order to have enhancement in the quality of teaching-learning process. The administrative audit is being conducted by internal team. The team will include external experts which will improve the governance in the institute. Institute has developed a systematic approach to solve the problems of students and staff. Various cells/sections such as scholar section, academic section, examination section, establishment section, account section, maintenance cell and Internal complaint committee are in place to handle any issue efficiently. Therefore, there is hardly any scope for any grievance. Still it is felt that an online grievance portal service needs to be included in institutes web portal to facilitate the collection of grievance of the stake holders who may find it difficult to submit their grievance physically. Further, the online grievance portal service will have the advantage of better tracking, following up and disposal of the grievances. Therefore, a mechanism of online grievance portal service will be planned to be implemented from the next year.