



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		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.		06802251932
Mobile no.		7077714001
Registered Email		principal@pmec.ac.in
Alternate Email		pmecbam@gmail.com
Address		AT/- SITALAPALLI POST/- TANGANAPALLI
City/Town		BERHAMPUR
State/UT		Orissa
Pincode		761003
<b>2. Institutional Status</b>		

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.	919437268663
Mobile no.	7077714001
Registered Email	principal@pmec.ac.in
Alternate Email	pmecbam@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.pmec.ac.in">http://www.pmec.ac.in</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.pmec.ac.in">http://www.pmec.ac.in</a>

### 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

<b>6. Date of Establishment of IQAC</b>	25-Jan-2017
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### 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
Training on Advance Pedagogy at IIT Bombay	02-Jul-2019 07	8
Short Term Course on IOT Fundamentral and Case Studies	16-Sep-2019 05	5

L::asset('/', 'public').'/public/index.php/admin/get\_file?file\_path='.encrypt('Postacc/Special\_Status/'. \$instdata->upload\_special\_status))}

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**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
PARALA MAHARAJA ENGINEERING COLLEGE	TEQIPIII	MHRD	2017 1460	110000000
PARALA MAHARAJA ENGINEERING COLLEGE	RUSA	MHRD	2015 730	18000000

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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)**

1. Development/ Upgradation of Laboratories. 2. Enhancement of Placement Number. 3. Improvement in Number of Students going for Higher Study. 4. Publication of Annual Report. 5. Grievance Redressal.

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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
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Academic Audit	It was decided to conduct academic audit				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Name of Statutory Body</td> <td style="width: 50%;">Meeting Date</td> </tr> <tr> <td>Teachers Council Meeting</td> <td>18-Jul-2019</td> </tr> </table>		Name of Statutory Body	Meeting Date	Teachers Council Meeting	18-Jul-2019
Name of Statutory Body	Meeting Date				
Teachers Council Meeting	18-Jul-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	19-Nov-2019				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	07-Jan-2020				
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)	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, and Library Etc. The information collected and stored as database for the institute a faculty in charge Noda Officer 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 lesson 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/entrepreneurship	Skill Development
Advance power electronics and Control	Advance power electronics and Control	01/01/2020	90	Focus on employability	Yes
SWAYAM	SWAYAM	01/01/2020	120	Focus on Employability	Yes
MATLAB	MATLAB	01/01/2020	120	Focus on Employability	Yes
STAD PRO	STAD PRO	15/02/2019	30	Focus on Employability	Yes

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
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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	Civil Engineering	01/07/2009
BTech	Computer Science & Engineering	01/07/2009
BTech	Electrical Engineering	01/07/2009
BTech	Electronics & Telecommunication Engineering	01/07/2014
BTech	Mechanical Engineering	01/07/2009
BTech	Metallurgy and Material Engineering	01/07/2014
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	2557	80

### 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
<b>No Data Entered/Not Applicable !!!</b>		
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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
<b>No Data Entered/Not Applicable !!!</b>		
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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: 1. Faculty's Instructional Skill as viewed by students. 2. Report and interaction of faculty with students. 3. Feedback offered by the faculty to improve students' learning abilities or perform better. 4. The way the faculty organizes his/her lectures during coursework such as sequence and connectivity of topics, etc. 5. Standard of the examination conducted by the faculty and the fairness in grading. 6. 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 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: •</p>

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
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View Uploaded File</a>				

### 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
2019	441	32	0	0	102

### 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	Number of smart classrooms	E-resources and techniques used
102	46	29	27	2	12
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#### 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 and 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 P MEC. 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. After admission of the students, an induction program is conducted for them for a period of 2-3 weeks during the induction program student mentors for every 15 fresher students are assigned. The role of the student mentors is to help the newcomers in getting acclimated with both academic and residential environments.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2372	102	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	39	37

### 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
2019	Dr. Dinesh Kumar Dash	Assistant Professor	Best Researcher Award
2019	Dr Chitrasen Samantra	Assistant Professor	Best Research Award
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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 !!!				
<a href="#">View Uploaded File</a>				

### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The internal assessment consists of 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 one quiz test and one surprise tests 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 mark foil 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, and motivational speakers are arranged as per their availability. The loss is compensated by taking extra classes in the above mentioned slots. Hence, the academic schedule 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)

<https://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
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View Uploaded File</a>					

## 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
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View Uploaded File</a>				

### 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
IPR Workshop	Mechanical Engineering	09/08/2019

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
<b>No Data Entered/Not Applicable !!!</b>				
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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
<b>No Data Entered/Not Applicable !!!</b>					
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**3.3 – Research Publications and Awards**

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
2	2	

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

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

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)
National	Nil	Nil	Nil
<a href="#">View Uploaded File</a>			

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
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View Uploaded File</a>	

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
<b>No Data Entered/Not Applicable !!!</b>						
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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
Parametric instability and property variation analysis of a rotating cantilever	Trilochan Rout	International Journal of Recent Technology and Engineering (IJRTE)	2019	5	114	Yes

FGO beam						
Factors Affecting the Stability of Functionally Graded Sandwiched Beams	Trilochan Rout	International Journal of Recent Technology and Engineering (IJRTE)	2019	5	114	Yes
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	17	23	2
Presented papers	16	12	21	0
Resource persons	0	0	2	0
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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
Blood Donation Camp	NSS Unit	4	153
Clean and Green Campus	NCC Unit	16	122
Awariness on Plantation	NSS Unit	3	54
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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
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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Gender Issue I	TEQIP-III	Women Empowerment Seminar	8	122

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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
<b>Twinning Activities</b>	<b>49</b>	<b>TEQIP-III</b>	<b>30</b>
<b>Training</b>	<b>250</b>	<b>TEQIP-III</b>	<b>45</b>
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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
<b>Purpose for Job Training</b>	<b>Providing Training on Industry grade software</b>	<b>CTTC</b>	<b>08/08/2019</b>	<b>08/09/2019</b>	<b>118</b>
No file uploaded.					

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
<b>Design Analysis Solutions</b>	<b>12/05/2019</b>	<b>Training program to student</b>	<b>450</b>
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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
<b>1554</b>	<b>1554</b>

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
<b>Laboratories</b>	<b>Newly Added</b>
<b>Seminar Halls</b>	<b>Newly Added</b>
<b>Classrooms with LCD facilities</b>	<b>Newly Added</b>
<b>Seminar halls with ICT facilities</b>	<b>Newly Added</b>
<b>Video Centre</b>	<b>Newly Added</b>
<b>Number of important equipments</b>	<b>Newly Added</b>

purchased (Greater than 1-0 lakh) during the current year	
Classrooms with Wi-Fi OR LAN	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
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Library Automation	1	106200	0	0	1	106200
Weeding (hard & soft)	0	0	0	0	0	0
Others(s pecify)	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/	Others
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								GBPS)	
Existing	523	376	0	0	49	84	9	100	0
Added	0	0	0	0	0	0	0	20	0
Total	523	376	0	0	49	84	9	120	0

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

120 MBPS/ GBPS
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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
No Data Entered/Not Applicable !!!	

**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
31011	31011	3967	3967

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 circulated 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. 2. Finance Committee: The Finance Committee is the Principal Body to provide 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: a. 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. b. 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 c. 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://www.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

[View File](#)

#### 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
<b>No Data Entered/Not Applicable !!!</b>			

[View File](#)

#### 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
2019	TEQIP-III	2372	441	35	222

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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
12	12	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
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

### 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
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

### 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
<b>GATE</b>	<b>35</b>
<b>No file uploaded.</b>	

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

Activity	Level	Number of Participants
<b>Annual Sports ARENA</b>	<b>Institutional Level</b>	<b>720</b>
<b>Induction Program</b>	<b>Institutional Level</b>	<b>276</b>
<b>No file uploaded.</b>		

## 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
<b>No Data Entered/Not Applicable !!!</b>						
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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)

<b>No Data Entered/Not Applicable !!!</b>
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## 5.4 – Alumni Engagement

### 5.4.1 – Whether the institution has registered Alumni Association?

<b>Yes</b>
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### 5.4.2 – No. of enrolled Alumni:

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430

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

## 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

	<p>university apart from that institute conducts various add on courses as per the need of the industry and hold expert talks as well.</p>
Teaching and Learning	<p>Teachers are deputed to attend 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</p>
Examination and Evaluation	<p>Recommendation from the departments, alumini regarding the reform of examination and evolution are complied and sent to university for necessary action at their end.</p>
Research and Development	<p>The faculties are encouraged by giving incentives to carry out Research activities besides teaching. They are allowed to avail study leave to peruse PHD and hence grow in research field.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Every year college procures text books reference books and other competitive books as recommended by students. institute upgrades the laboratories by procuring high end instruments. The existing classrooms are being converted to smart classroom/ ICT enabled classrooms</p>
Human Resource Management	<p>Being a govt I funded 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.</p>
Industry Interaction / Collaboration	<p>The students are sent to industry on field visit for their exposor of industrial environment and better concept. they are also sent to industries for internship. MOUs are signed with leading institution and industry like IIT Bombay, CTTC for training of students for above said purpose</p>
Admission of Students	<p>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</p>

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

E-governance area	Details
Planning and Development	Yes
Administration	Yes
Finance and Accounts	Yes
Student Admission and Support	Yes
Examination	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
<b>No Data Entered/Not Applicable !!!</b>				
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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)
2020	Project based learning for innovation and entrepreneurship	Project based learning for innovation and entrepreneurship	03/09/2020	03/09/2020	26	18
2019	Nurturing and Learning Environment	Nurturing and Learning Environment	13/08/2019	13/08/2019	40	43
2020	NSFTME	NSFTME	07/09/2020	09/09/2020	45	39
2019	Energy Crises on Novel Approches towards its Solutions	Energy Crisis and Novel Approches towards its Solutions	30/10/2019	30/10/2019	16	Nil
2020	One Day Webinar on Advance	One Day Webinar on Advance	17/08/2020	17/08/2020	20	Nil

	Polymer Nano Comosit	Polymer Nano Composite				
2020	One Day workshop on Issues and challenges of startups and small scale industries	One Day workshop on Issues and challenges of startups and small scale industries	29/02/2020	29/02/2020	15	22
2020	2 Days Training program on Artificial Intelligence Machine Learning	2 Days Training program on Artificial Intelligence Machine Learning	12/02/2020	13/02/2020	23	Nil
2020	Recent Trend and challenges on Silicon and Gan Devices	Recent Trend and challenges on Silicon and Gan Devices	28/02/2020	29/02/2020	48	Nil
2020	Webinar on Cryogenic Engineerin g	Webinar on Cryogenic Engineerin g	10/09/2020	12/09/2020	43	Nil
2020	Administ rative Training	Administ rative Training	08/01/2020	08/01/2020	2	15
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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 programme	Number of teachers who attended	From Date	To date	Duration
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

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
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#### 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 Internal Audit Regularly and AG audit also conducted.

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
NA	0	NA
No file uploaded.		

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	Biju Pattnaik University of Technology	Yes	IQAC
Administrative	Yes	SDTE	Yes	IQAC

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

1. Induction Program for fresher 2. Student Parents Teacher Meeting on progress 3 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 Ministerial Staff, Grievance and Redressal of all the staffs. Training program by senior staff and external experts.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Development/Upgradation of laboratories. 2. Enhancement of Placement Number 3. Improvement in no of students going for higher study.

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
2019	Grievance Redressal	22/07/2019	20/02/2020	21/02/2020	124
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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
Webinar on Gender Equality	Nil	02/09/2020	12	8

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

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 and 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--- Visit to one outside school or nearby area for creating awareness related to the environment. ii. October--- Green Olympiad/ Seminar/ Presentations on current issues in green technologies and environment. iii. February--- One environment awareness competition among students during college Tech-fest. iv. March/April--- Cleanliness / Plantation drive.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2500
Provision for lift	Yes	2500
Ramp/Rails	Yes	2500
Braille Software/facilities	No	Nil
Rest Rooms	Yes	2500
Scribes for examination	Yes	10
Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	700

7.1.4 – Inclusion and Situatedness

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of
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	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2020	2	2	05/02/2020	3	Sensitizing the local Community (Stalapalli) to protecting the environment by plantation	Yes	53
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
How to be a good professionals	10/07/2020	Being reliable, without being arrogant using proper etiquette, neat showing consideration Demonstrating a strong work ethics being organized, accountable demonstrating integrity are the key factors to become a good professionals besides willingness to accrue expertise is the characterized of a good professional

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Induction Program	05/08/2019	14/08/2019	441
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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Full Green Campus with a lot of plantation Plastic free Campus Waste Minimization and treatment of canteen/ kitchen waste Roof top solar panels Regular energy Audit.
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### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

Teaching Methods: PMEC practices a combination of traditional and modern methods of teaching. The faculty members are exposed and trained on these different methods and are adequately knowledgeable to choose the suitable method or methods for the topics to be taught in the class. The followings are a list of methods. Describe at least two institutional best practices Teaching
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Methods: P MEC practices a combination of traditional and modern methods of teaching. The faculty members are exposed and trained on these different methods and are adequately knowledgeable to choose the suitable method or methods for the topics to be taught in the class. The followings are a list of methods.

a. Lecture: Oral presentation is one of the traditional methods of teaching in which the faculty members of P MEC are very good. They take care of the clarity in voice, audibility, pace and impact while giving a lecture. They are properly trained to develop a good communication skill for such purposes.

b. Lecture with discussion: At times it becomes necessary to initiate participation from the students by engaging them in discussion on certain topics. The faculty members take care of such requirements by guiding the students for a fruitful discussion which allows the students to learn the concepts in a better way.

c. Brain Storming: The faculty members allow the students to brain storm over some topic or problems to reach or propose a solution. It has also created a healthy competition among the students to come up with better and innovative solutions for the problems.

d. Use of Technology in the classroom: For better coverage of topics in limited time use of power point are becoming essential. 44 of classrooms of the Institute are equipped with all these facilities which are used by the teachers effectively. Faculty members use simulations and animations to explain many engineering process effectively. The NPTEL Video courses add value to these practices.

e. Case Studies: Taking up case studies in a class is one of the best methods for exposing the students to industrial problems and their solutions. The faculty members are having adequate industry exposure for such examples and they use it effectively.

f. Worksheets/Surveys: Students are asked to collect data on different aspects related to a specified situation by questionnaires and survey and to analyze the same for inferences. They are trained to handle data and represent those through worksheets and charts. This allows them to learn the method of collecting data, processing and presenting the same.

g. Working Models/Live Specimens: Faculty members use models and charts (which are available in adequate numbers) to explain the concepts and operation methods of different processes. Wherever possible live specimens are also used for demonstration. Faculty members also take the students to nearby industries to have direct exposure to engineering processes.

h. Guest Speakers: To break the monotony the departments invite guest speakers to deliver talks on important topics on frontier of technology. The students attend these programs enthusiastically.

i. Students Seminar: Students are asked to present seminars on different topics where other students from the discipline are asked to attend. With guidance from the faculty members they learn new topics through such activities and also able to answer all the queries from fellow students and faculty members.

j. Homework / Assignment: Homework and assignments are a must to develop confidence to solve bigger problems. Carefully selected assignments encourage the students to put in independent work in the course and are highly conducive to learning. Separate assignment books are available for regular home works and assignment activities.

Instructional Strategies: Identifying the appropriate instruction strategy to cater the need of a heterogeneous class is one challenge which the faculty members of P MEC have addressed efficiently. The following strategies have been implemented in various situations.

a. Students Participation: Students participation in discussion, preparation of worksheets and models has been effectively utilized to keep the students interest in the subject.

b. Non-Linguistic Representations: For better communication of ideas and process non-linguistic representations through models, charts, animations and live demonstration in laboratories are effectively used by faculty members.

c. Cooperative Learning: Student groups are formed to share their knowledge and collaborative studies for effective and timely learning.

d. Known to unknown: Sometimes academically challenged students are helped based on their present knowledge and enhancing it in pace appropriate to them.

e. Simple to complex: In the above strategy the



interest of the students is kept alive through simple examples and making it slowly complex so that the students can understand it at the required depth. f. Application of the Knowledge: Engineering students can learn and realize the concepts better once they apply it to simple models. This is done through suitably designed experiments in laboratories. g. Periodic Tests: To keep the students updated with the knowledge acquired continuous evaluation is done both for theory and laboratory components of each subject. The test results are intimated to the students and the performances are analyzed to counsel them appropriately. h. For Large Class: Usually the class size around sixty in PMEC. However for some special classes when the size is more, adequate majors like audio arrangements are done. Also after such large classes tutorials are conducted to clarify the doubts of the students which is difficult in a large class. i. Special classes: Special classes are arranged for students with learning difficulties. These special classes are arranged during evening hours by concerned faculty members as well as senior students. The senior students are paid appropriate remuneration for such activities. j. Communication: Faculty members are trained periodically for improving their communication skills. They are trained how to use the modern technologies for better communication ideas. Students having difficulty in understanding the language are also trained in our language laboratory so that their listening skill improves. k. Rapport with Students: For every 30 students a faculty is attached to address their difficulties and needs. Such rapport with students help the Institute to maintain discipline, to counsel the students based on their need and to obtain better performance from the students. l. Evaluation of Teaching: The teaching quality of a faculty member is evaluated by considering several things. The student's feedback on the teacher which is taken online during the semester, the performance of the students in the particular subject, and the inspection of the course file of the faculty member for the subjects. Senior professors visit the classes of faculty members randomly to observe their teaching effectiveness. The faculty members are appraised about this evaluation outcome and necessary counseling is done to them wherever required. PMEC Best Practices Over a period of 10 years, PMEC has evolved a series of best practices that have helped it to emerge as a center of excellence. Some of them are 1. Effective pedagogy and student-centric learning by self. 2. Secular campus with no religious bias. 3. Seminars by senior faculty members and industry experts. 4. Training of students for placement examination and interview. 5. Institution e-mail ID for every staff student. 6. Special classes for academically slow learners. 7. Chamber consultancy/assistance available to students. 8. Standard guidelines for faculty members to prepare lesson plans, model answers, and course handouts. 9. In-house projects under the guidance of faculty members. 10. The annual function and tech fest for all-around development of the students 11. A student council works for the social cause and betterment of students 12. Best Student award of the year 13. Communicative English program to strengthen the communication skills of the student. 14. Heads conduct regular monitoring of the syllabi coverage by the faculty members. 15. Detailed supplementary courseware files prepared to augment the course syllabus. 16. Knowledge communication center to provide research and learning. 17. Open House Science program. 18. In-house documentation center. 19. Industry- PMEC interaction activities are promoted. 20. Innovation and Incubation facilities for students. 21. Entrepreneurship awareness and development programs for students on a regular basis.

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

<http://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

PMEC Best Practices Over a period of 10 years, It has evolved a series of best practices that has helped it to emerge as a centre of excellence. Some of them are:

- Secular campus with no religious bias.
- Orientation programme for newly appointed faculty members.
- Online feedback from students on the performance of faculty members.
- Faculty members as mentors to students.
- Quality Circle meetings for improvement of academic as well as social and environmental issues.
- Orientation programme for new entrants and parents meet every year.
- Seminars by senior faculty members and industry experts.
- Training of students for placement examination and interview.
- Yoga as a compulsory subject for all students.
- Institute e-mail ID for every staff student.
- Special classes for academically weak students.
- Chamber consultancy/assistance available to students.
- Standard guidelines for faculty members to prepare lesson plans and course handouts.
- In-house projects under the guidance of faculty members. Many of these projects have won prizes in various competitions.
- The annual function and tech fest for all round development of the students
- A student council works for the social cause and betterment of students
- Best Student award of the year Student Development Activity
- Total Student Development Program
- Student Academic Support Program
- Student Assistantship Program
- Student Research and Related Activities
- Faculty Staff Development Activity
- Faculty Research and Related Activity
- Professional Society Memberships
- Scope for Continuing Education for Faculty
- Staff Skill Up-gradation
- Institutional Societal Responsibility
- Community Development Activity

Provide the weblink of the institution

<http://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.