



# YEARLY STATUS REPORT - 2020-2021

## 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 its own campus? Yes

- Phone no./Alternate phone no. 7077714001
- Mobile No: 06802251392
- Registered e-mail principal@pmec.ac.in
- Alternate e-mail pmecbam@gmail.com
- Address At-Sitalapalli Post- Tanganapalli
- City/Town Berhampur
- State/UT Odisha
- Pin Code 761003

#### 2.Institutional status

- Affiliated / Constitution Colleges Constitution
- Type of Institution Co-education
- Location Rural

- Financial Status **Grants-in aid**
- Name of the Affiliating University **Biju Pattnaik University of Technology**
- Name of the IQAC Coordinator **Dr. Jnanaranjan Mohanty**
- Phone No. **0602251932**
- Alternate phone No. **9437468663**
- Mobile **+7077714001**
- IQAC e-mail address **iqac@pmec.ac.in**
- Alternate e-mail address **pmecbam@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))** [pmec.ac.in](http://pmec.ac.in)

**4. Whether Academic Calendar prepared during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://pmec.ac.in>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>2.58</b>	<b>2017</b>	<b>23/01/2017</b>	<b>22/01/2022</b>

**6. Date of Establishment of IQAC** **25/11/2017**

**7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Parala Maharaja Engineering College</b>	<b>TEQIP-III</b>	<b>MHRD</b>	<b>2017-2021</b>	<b>110000000</b>

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year** 02

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

Implementation of outcome-based education. Implementation of the Student Induction Program Upgradation of ICT-based classrooms for the hybrid mode of teaching-learning. Preparation of study material including lab manuals and videos for students Alumni Feedback System

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Implementation of Online Class	In the prevailing situation of pandemic the physical classes have been closed since March-20. IQAC suggest that to conduct online classes to students without hampering their study further.
Value Added Course	In this difficult time for the as well as staff is important thing alternate ways of adding value to their regular course in this contest IQAC suggest all the teacher to encourage student to register for SWAYAM NPTEL course as large number.

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
Teachers Council Meeting	20/07/2020

**14. Whether institutional data submitted to AISHE**

## 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 its own campus?	Yes
• Phone no./Alternate phone no.	7077714001
• Mobile No:	06802251392
• Registered e-mail	principal@pmec.ac.in
• Alternate e-mail	pmecbam@gmail.com
• Address	At-Sitalapalli Post-Tanganapalli
• City/Town	Berhampur
• State/UT	Odisha
• Pin Code	761003
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	Constitution
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid
• Name of the Affiliating University	Biju Pattnaik University of Technology

• Name of the IQAC Coordinator	Dr. Jnanaranjan Mohanty				
• Phone No.	0602251932				
• Alternate phone No.	9437468663				
• Mobile	+7077714001				
• IQAC e-mail address	iqac@pmec.ac.in				
• Alternate e-mail address	pmecbam@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://pmec.ac.in">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 Web link:	<a href="https://pmec.ac.in">https://pmec.ac.in</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.58	2017	23/01/2017	22/01/2022
<b>6.Date of Establishment of IQAC</b>			25/11/2017		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Parala Maharaja Engineering College	TEQIP-III	MHRD	2017-2021	110000000	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			02		

<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>Implementation of outcome-based education. Implementation of the Student Induction Program Upgradation of ICT-based classrooms for the hybrid mode of teaching-learning. Preparation of study material including lab manuals and videos for students Alumni Feedback System</p>		
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
Implementation of Online Class	<p>In the prevailing situation of pandemic the physical classes have been closed since March-20. IQAC suggest that to conduct online classes to students with out hampering their study furthur.</p>	
Value Added Course	<p>In this difficult time for the as well as staff is important thing alternate ways of adding value to their regular course in this contest IQAC suggest all the teacher to encourage student to register for SWAYAM NPTEL course as large number.</p>	
<b>13. Whether the AQAR was placed before</b>	Yes	

<b>statutory body?</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Teachers Council Meeting	20/07/2020
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	19/02/2021
<b>15. Multidisciplinary / interdisciplinary</b>	
<ol style="list-style-type: none"> <li>institution.</li> <li>Delineate the Institutional approach towards the integration of humanities and science with STEM and provide the detail of programs with combinations.</li> <li>Does the institution offer flexible and innovative curricula that includes credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based towards the attainment of a holistic and multidisciplinary education. Explain</li> <li>What is the institutional plan for offering a multidisciplinary flexible curriculum that enables multiple entry and exits at the end of 1st, 2nd and 3rd years of undergraduate education while maintaining the rigor of learning? Explain with examples.</li> <li>What are the institutional plans to engage in more multidisciplinary research endeavors to find solutions to society's most pressing issues and challenges?</li> <li>Describe any good practice/s of the institution to promote Multidisciplinary / interdisciplinary approach in view of NEP 2020.</li> </ol>	
<b>16. Academic bank of credits (ABC):</b>	
<ol style="list-style-type: none"> <li>Describe the initiatives taken by the institution to fulfil the requirement of Academic bank of credits as proposed in NEP 2020.</li> <li>Whether the institution has registered under the ABC to permit its learners to avail the benefit of multiple entries and exit during the chosen programme? Provide</li> </ol>	



details.

3. Describe the efforts of the institution for seamless collaboration, internationalization of education, joint degrees between Indian and foreign institutions, and to enable credit transfer.
4. How faculties are encouraged to design their own curricular and pedagogical approaches within the approved framework, including textbook, reading material selections, assignments, and assessments etc.
5. Describe any good practice/s of the institution pertaining to the implementation of Academic bank of credits (ABC) in the institution in view of NEP 2020.

### **17.Skill development:**

Odisha Skill Development Authority (OSDA) is in process of starting a new scheme NUA under which each student will be skilled at least in one domain in order to improve the employability of students. In addition The SWAYAM NPTEL local chapter of PMEC has been playing an active role to motivate students to complete interdisciplinary courses. It has benefited the students immensely. College also conducts training program on soft skills as pre-placement training for 3rd year students. As per the curriculum the students can go for internship for one month at the end of 1st year and 2nd year and for 3 months in 4th year for better exposure to industrial environment.

### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Appropriate Integration of Indian knowledge system

Institute has already started teaching the students in combination of English and Odia. Dr. Dinesh Kumar Das is involved in translating the subject Basic Electrical Engineering into Odia language.

### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

College has implemented the system of Outcome based Education. In this regard, a few tasks have been undertaken like MoUs with CSIR IIMT, Berhampur University with industries like APMOSYS, ISHAM have been signed. MoU with a foreign university is underway. Further, it is also in process of getting accredited by NABL for few of its Laboratories. It is planning to get a few of its undergraduate programs accredited by National Board of Accreditation(NBA)

**20.Distance education/online education:**

it is not possible to have distance education system as PMEC is an affiliated college under BPUT.

**Extended Profile****1.Programme**

1.1

9

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1

2395

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2

146

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3

573

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**

3.1

108

Number of full time teachers during the year		
File Description		Documents
Data Template	<a href="#">View File</a>	
3.2	104	
Number of Sanctioned posts during the year		
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1	47	
Total number of Classrooms and Seminar halls		
4.2	790.36673	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	523	
Total number of computers on campus for academic purposes		
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		
<b>1.1 - Curricular Planning and Implementation</b>		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
<p>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,</p>		

evaluation scheme, attendance report etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

09

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

106

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

705

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

66

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Environmental Science(RES3F001) is included as a mandatory subject for the students of 3rd semester. Through various awareness programs and activities, the students are sensitized about the fact that the human beings are not separate entity from the environment rather they coexist with the environment. The very thought of mastering and controlling the environment is reflected in action and the resulted impact on the earth is very much detrimental to the sustenance of the environment which has been observed in recent time. Therefore, in order to have a better environment awareness programs like group meetings on reduction food waste, saving water, energy have been conducted. Similarly, The subject Universal Human Values() is also included in the curriculum to make the students realize that true happiness is not in accumulating the physical facilities rather it is a state of inner harmony and can be achieved through fulfilment of relationship with other human beings with right understanding. Further, the students are made aware about the fact that participating in larger order( from world family order to family order) can really ensure a just and equitable society and a sustainable human civilization. Also the students know about how the skill guided by value can ensure the human civilization flourish without hampering the environment. The internal Complaint Committee(ICC) of P MEC has conducted awareness programs on gender equality. Besides, IQAC conducts gender audit regularly.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

09

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

531

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>								
<table border="1"> <thead> <tr> <th data-bbox="86 353 529 421">File Description</th> <th data-bbox="529 353 1436 421">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 421 529 524">URL for stakeholder feedback report</td> <td data-bbox="529 421 1436 524"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 524 529 743">Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)</td> <td data-bbox="529 524 1436 743"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 743 529 846">Any additional information(Upload)</td> <td data-bbox="529 743 1436 846"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	URL for stakeholder feedback report	<b>No File Uploaded</b>	Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>	Any additional information(Upload)	<b>No File Uploaded</b>	
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Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>								
Any additional information(Upload)	<b>No File Uploaded</b>								
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>								
<table border="1"> <thead> <tr> <th data-bbox="86 1021 529 1088">File Description</th> <th data-bbox="529 1021 1436 1088">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1088 529 1191">Upload any additional information</td> <td data-bbox="529 1088 1436 1191"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 1191 529 1303">URL for feedback report</td> <td data-bbox="529 1191 1436 1303"><b>Nil</b></td> </tr> </tbody> </table>	File Description	Documents	Upload any additional information	<b>No File Uploaded</b>	URL for feedback report	<b>Nil</b>			
File Description	Documents								
Upload any additional information	<b>No File Uploaded</b>								
URL for feedback report	<b>Nil</b>								
<b>TEACHING-LEARNING AND EVALUATION</b>									
<b>2.1 - Student Enrollment and Profile</b>									
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>									
<b>2.1.1.1 - Number of sanctioned seats during the year</b>									
<b>741</b>									
<table border="1"> <thead> <tr> <th data-bbox="86 1675 529 1742">File Description</th> <th data-bbox="529 1675 1436 1742">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1742 529 1800">Any additional information</td> <td data-bbox="529 1742 1436 1800"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 1800 529 1908">Institutional data in prescribed format</td> <td data-bbox="529 1800 1436 1908"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Any additional information	<b>No File Uploaded</b>	Institutional data in prescribed format	<a href="#">View File</a>			
File Description	Documents								
Any additional information	<b>No File Uploaded</b>								
Institutional data in prescribed format	<a href="#">View File</a>								
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>									



**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

30

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

As per the suggestion of IQAC each subject teachers conduct a base test in the subject first then collects the career options like higher study, job in core industry, in IT industry or management study. Then the teacher conducts extra classes as GATE preparation for the students aspiring for higher study. The teacher also conducts remedial classes for the slow learners found from the base test. Besides pre-placement trainings are conducted at institute level for the students aspiring for job so that they can hone their soft skills to stand a better chance in the job interviews.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

Number of Students	Number of Teachers
2395	108

File Description	Documents
Any additional information	No File Uploaded

**2.3 - Teaching- Learning Process**

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The curriculum of university is beautifully designed involving experimental learning participative learning and problem solving methodologies with holistic approach. For example students get theoretical background from lectures of mechanics of Solids and experience the concepts in experiments like tensile, compressive strength of materials, test of hardness and impact strength of material in the same semester. Besides, students carry out project works in group, present their work in team. They are also supposed to deliver individually the topics on recent advancements in technology. In addition, they go for industry visits to have the required exposure in order to strengthen their concepts. They also undergo internship in various industries.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The classrooms of P MEC are well equipped with blackboard for teaching by chalk and talk LCD panels for PPT mode of teaching, video lectures. They also use white board in display panel using ICT tools for the purpose of better learning outcomes. Institute has purchased the license of Microsoft Tools which had been exclusively used during the pandemic covid-19. In addition to class tests in physical mode, the teachers used to conduct quiz tests through online mode. This hybrid mode of teaching has helped immensely in improving transition rates, placements as well as higher study numbers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )****2.3.3.1 - Number of mentors**

59

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

108

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

37

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

15

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal assessment as per the curriculum is of 50 marks for theory papers. The distribution of marks among its components such as Test(2 nos), Assignment, quiz test, surprise test and attendance are displayed in university website. The sessional marks and its distribution is also displayed in university website. The evaluation is conducted with prior notice the marks secured are discussed with the students before those are displayed on notice board.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The internal examination consists of two class tests of 15 marks each, surprise test, quiz test, assignments and attendance 5 marks each. The tests are conducted by examination section with at least 7 days prior notice to the students. The other components of the internal mark are awarded by the subject teachers. The teacher evaluates the answer scripts and shows to the students in class and discuss the solution of the question paper of the test. After that the test mark is displayed in the departmental notice board. The grievances if any are submitted to the principal either through the concerned HoD or grievance cell and issue is resolved at the earliest under the supervision of the grievance cell. The students can also register their grievance through the grievance portal in institute's website.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Institute has implemented the system of outcome based Education(OBE). The course outcomes (3 to 5) have been enumerated for each subjects. 12 no of Programme Outcomes(PO) as per the Washington Accord have been selected for all the UG programmes of the institute. Besides the departments have their own Programme Specific Outcomes(PSO).

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Institute has implemented the system of outcome based Education(OBE). The course outcomes (3 to 5) have been enumerated for each subjects. 12 no of Programme Outcomes(PO) as per the Washington Accord have been selected for all the UG programmes of the institute. Besides the departments have their own Programme Specific Outcomes(PSO).

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

591

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://pmec.ac.in/deans-pic-fic-oic/self-study-report/>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

###### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

1758000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

02

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

<b>3.2 - Research Publications and Awards</b>	
<b>3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year</b>	
<b>3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
28	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>
<b>3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year</b>	
56	
File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>
<b>3.3 - Extension Activities</b>	
<b>3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year</b>	
<p>PMEC has adopted two nearby villages Sitalapalli and Laxmipur. NSS unit of college has conducted Winter camp in the above two villages to create awareness among the villagers on the social and environmental issues like persuading the villagers to use signature instead of thumb, educating them to maintain health and hygiene and general sanitation, carrying plantation drive, imparting coding knowledge to students of village school conducting various competitions among the students. In summer, jalachhatra(provision of drinking water) was held near state highway 59. Water cups had been installed for feeding of birds and</p>	



animals.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

**3.4 - Collaboration****3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

Nil

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institute has enough physical facility to cater the all the needs for all round development of the students. 14 classrooms with blackboards, 24 class rooms with LCD facility, 4 seminar halls, a total of 34 laboratories with more than 45 major equipments(>Rs 1 L)are the main attraction for the students. As many as 525 computers are available for use of students. One studio is developed for the faculties to create video lectures.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

PMEC has prepared a playground of 22,000 sqm (183m x 122m) and a second playground of 12000 sqm (143 x 85) to cater the need of sports activities of the students. Besides these two fields, the provisions for other sports are made available adjacent to the first playground. One open GYM in the first play ground and another in the girls hostels have been set up besides the GYM in Debabrata HoR to ensure the physical fitness of the students of this college. College has a Yoga club that conducts various programs in order to keep students mentally as well as physically fit.

The college is maintaining the gardens at academic building, Guest House, Students Utility Block for a total area of 6000 sqm.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

37

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

06

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)****4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The utilization of the IT infrastructure with a periodical upgrade, budgeting, internet connectivity, bandwidth utilization, scheduling of computing facilities and its utilization, firewall maintenance, and associated responsibilities are taken up by the computer maintenance cell. A dedicated 100 Mbps BSNL leased line and a 10 Mbps AIRTEL wireless line have been the backbone of this facility since 2017. The deployment of the Gajshield firewall tool takes care of the access to the right content by the students. This infrastructure is used for conducting ICT-enabled theory and laboratory sessions, online tests during placement, and ERP system. A dedicated reference section with computers of the latest configuration meets the needs of the students for exam and placement preparation. Further, this infrastructure not only enables accessing remote licenses from CDAC Bangalore for the latest VLSI tools implemented in Chip-to-Startup (C2S) project work but also institutional e-journal and e-book access. At present the main building is Wi-Fi enabled with access points at multiple locations and a proposal has been submitted for a complete Wi-Fi campus including workshop building, hostels, Guest house, Faculty quarters, and Maintenance building. All the faculty and students are provided with unique email IDs in the

institution's domain through Google Suite.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

527

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words**

Institute has a maintenance cell with one Electrical Engineering and a civil Junior Engineer along three supervisors, two electricians, two plumbers, one masonry, takes care of the maintenance of all the physical facilities.

The requirement if any is initiated by the concerned department or section/cell. The maintenance cell prepares a list of activities gets it approved by building and works committee and execute the work.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

**5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**



File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

E. None of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Besides providing a conducive environment for teaching learning P MEC has been encouraging the students to participate in various administrative, co-curricular and extracurricular activities. In this regard the students participate in various inter institute competitions through various clubs/cells such as Robostreaks for robotics competitions, writera for literary competition, Cadence for dance and music competitions, Kakakar paribar for spreading awareness on social issues through plays, start up and innovation club for idea pitching competition, coding club for coding competition, NSS/NCC club for various social activities sports foe indoor as well as outdoor sports competitions etc. In addition a Techno-cultural function is organized annually for the students to show-case their talents.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Though the alumni are at maximum into 10 years of their profession career, they are dealing with important work of nation building in organizations like DRDO, BARC and in civil services of state as well as central govt. College has implemented mo college scheme of govt. of Odisha for the purpose of development of college. In this scheme, alumni can donate for development of college and govt. provides double the amount for the purpose. College has also a provision of alumni portal in website for the purpose of keeping its alumni connected with their alma mater.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

#### GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of

the institution

Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the institution within a maximum of 200 words

Quality teaching-learning, Linkages with Industries and developing a good research environment in P MEC are the main task at hand. The teachers have been imparted training in innovative teaching methodologies. They have also been deputed to attend programs on management capacity building, value education, start up and innovations, outcome based education in order to achieve an effective contribution in governance of the institution. The policy matters are discussed in teachers council and the recommendations are placed before Board of Governors(BoG) for approval and implementations. The Building and Works committee prepares the perspective plan by considering inputs from the state holders and IQAC and get it approved in BoG for further action. The Finance Committee of the college receives the annual budget from all the departments/Sections and prepares the budgetary plan for the college which is placed before BoG for approval and onward transmission to Government.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Describe a case study showing decentralization and participative management in the institution in practice within a maximum of 200 words

Techno-cultural function Exuberance 2k23:

The usual time for the conduct of Exuberance is during February of every year. This comes under the jurisdiction of Warden of Hostels. Warden initiates with a proposal to the Principal after discussing with all the hostel superintendents and the representatives of boarders of respective hostels. Principal convene HODs council meeting and finalize the dates for the function. The HoDs recommend the student representatives for the

function. The student representatives are the members of the organizing committee. General Secretary(one boy and one girl) are selected in the meeting of HoDs and hostel authorities and the faculty coordinators of the various clubs. The schedule of the function in detail along with the budget proposed by the students are finalized and the various tasks are assigned to the members in the same meeting. The function is conducted smoothly under the supervision of Warden of Hostels.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Accreditation by NBA: A proposal of getting some of the eligible programs accredited by NBA, was placed in a meeting of teachers' council. The eligibility, and the other requirements were discussed in details and a recommendation was made for the eligible programs. The recommendation was approved by BoG. After getting the approval, the concerned departments were communicated to prepare an time bound action plan. The action plans were placed in the meeting of HoD council and the revised action plan was prepared. All the teachers and staff were imparted training on implementation of Outcome Based Education. The teaching learning process, various activities, method documentation were modified as per NBA guide lines. The Self Assessment Report(SAR) was prepared by the departments. An expert visit was arranged and the SAR was revised as per the suggestion of the expert. The SAR was submitted to NBA by paying the required fees.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

The Institution has become Autonomous from January 2021 being academically affiliated to BPUT. The Byelaw has been prepared and the college is registered under society act. As per the Byelaw, Board of Governor is the apex body to make policies and look after the smooth functioning of college. Principal is the secretary of BoG and two faculties are the members of BoG. The positions such as Dean PGS & R to look after the academics of UG and PG, Dean SRIC to look after research and consultancy activities and placement, Dean Faculty and Planning to look after the welfare of the employees and the preparation and implementation of strategic/perspective plan of the institute, Dean Student's Welfare to look after the activities of the students Finance Officer to look after the accounts and Registrar to look after the establishment have been created for effective and efficient functioning of institution. The Head of the Departments are to oversee the running of departments. Moreover, various cells/sections such as Establishment section, Examination section, Account section, Scholarship Section, Training and Placement cell, Maintenance cell, Procurement section are in place for easy and timely disposal of the activities.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above



File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

#### 6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The welfare measures for teaching and non-teaching staff are in accordance with the service rule of government of Odisha. The teaching as well as non-teaching staff can avail 15 days casual leave in a calendar year, 13 days Earned Leave(EL) plus 20 days EL for doing roaster duty in vacations, 10 days medical leave with full pay or 20 days medical leave with half pay, Maternity leave of 180 days, Paternity leave of 15 days. The staff can avail quarter in the college campus by paying nominal license fee, water charge and electricity charge as per consumption at prevailing domestic rate. The HoDs, hostel authorities, other officials in charge of administration and academics are given mobile sims the monthly charges of which are borne by college. The staff can reimburse their medical expenses as per rule of state government. They can avail advance for house building at flat interest rate to be paid of in installments. Besides the above the teaching staff can avail 20 days academic leave to attend conference/seminars/training programs etc. The teaching staff are allowed study leave of two to three years for the purpose of higher study under quality improvement programme. The faculties can also avail two years of sabbatical leave as per the rules of state government. A provision of faculty development fund is there to extend financial support to the faculties for the purpose of research and innovation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

All the staff submit the Performance Appraisal Report(PAR) at the end of the academic session to their respective heads. The PAR for faculties is of two parts. Part one consisting of contribution by the faculty to teaching, research publications, research projects, consultancy projects, developing intellectual properties like, books, book chapters, patents etc., conducting seminars, conferences, faculty development programs, training programs etc., developing e-contents, curriculum, introducing new experiments, and holding membership of professional bodies is evaluated out of 50 marks by the department/section head. The second part consisting of knowledge sphere, aptitude to work, ability to inspire and motivate, communication skill, interpersonal relation and team work, integrity and trustworthiness is also evaluated out of 50 marks. HoD submits the PAR to principal for further action.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The finance of institute is audited annually by a Chartered Account. The Finance of institute has also been audited by AG in 2019 and in 2024. The Finance Officer(FO) sends the observations made by the team to the relevant sections/departments for clarification/compliance. After receiving the clarifications from the departments/sections Finance section compiles those prepares the compliance report within the time line as prescribed by the audit team for onward transmission to the auditor.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute has a decentralized system of functioning. The accounts section receives annual budgets from all the departments/sections and the budgets of the building and works committee. It compiles all the budgets duly approved by BoG and prepares the annual budget under planned and non-planned head for onward submission to state government. In statute has created four funds in the name of Corpus fund, faculty development fund, equipment replacement fund and equipment maintenance fund. Eight percent of the internal revenue generation is kept aside for these funds. The expenses related to conduct of BoG meeting, office stationeries, hiring professional services like TDS filing, financial auditing, legal

services, student support activities like internship, attending workshops, conferences, remedial class, bridge course, skill development programs etc. are covered under corpus fund. Expenses related to faculty attending conferences, workshops and training programs, conducting seminars, conferences, faculty and staff development programs, awarding incentives for research achievements are covered under faculty development fund. Similarly, the expenses related replacement of obsolete equipments (including computers and other digital devices), and furnitures, upgradation of equipments and softwares are covered under equipment replacement fund. Equipment maintenance fund is meant for purchasing consumables and spares AMC etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Hybrid mode of teaching learning: During covid 19 pandemic the teaching learning in PMEC suffered a huge setback. IQAC suggested for equipping teachers to conduct online classes equip class rooms with interactive panels in addition to blackboards. Now, 24 classrooms are equipped with LED panels the teachers adopting a combined mode of teaching that has resulted in effective teaching learning, timely course coverage and teaching beyond the syllabus as well.

IQAC had also recommended taking SWAYAM NPTEL courses in addition to the semester courses as per syllabus in order to cover various electives simultaneously. Now Institute has an active SWAYAM NPTEL local chapter that guides/motivates the students and faculties to take the courses of their own choices. Institute has been recognized as active local chapter in 2023. It is riding on success like it has produced six toppers, four golda and two stars in recent years.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives)

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 word

IQAC had suggested for imparting soft skill training and GATE training to improve employability of students and increase the number of students for higher study. The institute had arranged both sft skill training and GATE training in 2018-19 and 2019-20. As a result the placement number has increased from 175 in 182 in 2020-21

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality in educational institutions means treating all people fairly and equally, regardless of gender identification. In P MEC, curricular and extracurricular activities such as industry visits, team projects, annual sports, annual techno cultural function, festive occasions like saraswati puja, ganesh puja, viswakarma puja, picnics, are organised to encourage diversity and eradicate discrimination based on gender. In addition the celebration of various important days like Independence day, republic day, teachers day, Engineers day, NCC day, NSS day and encouraging the club activities have helped immensely to reduce the discrimination on basis gender. Sensitization programmes conducted by Internal complaint Committee(ICC) have played a major role in increasing students' and faculty members' awareness and respect for gender diversity. Women in P MEC have appropriate and accessible facilities on campus to ensure their safety and comfort. This includes well-lit paths, vending machines and incinerators for sanitary pads, designated toilets, common rooms, security and monitoring, and so on. In addition, women have equal access to academic resources, athletic facilities, and leadership chances.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Institute has made a dump yard at the extreme end of the campus. A number of dust bins are placed at various locations such as at each floor of main academic building laboratory blocks and all the hostels. Dust bins are also placed near canteen, students' utility block and near staff quarters. Solid wastes collected in dust bins are dumped in the dump yard. There is a designated space to store the e-wastes in college for further transportation to MPC Berhampur. In the two newly constructed 500 seated hostels, the sewerage recycling plant is set up.



File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit**

A. Any 4 or all of the above

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**PMEC in true sense is a place of tolerance and harmony towards cultural, regional linguistic communal socioeconomic and other**

diversities. Such an inclusive environment in college is prevailing as a result of sensible involvement of all its family members, i.e, student, staff, faculties, alumni, parents etc. Harmony is achieved through diversified activities like playing acts of various festive occasions irrespective of religion, language, cast, region etc. by the kalakar parivar the club of the college of which any student can be a member. Other clubs such as NCC and NSS bring together students from all sections and carry out activities that spreads social message of harmony and tolerance among all.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Institute celebrates Independence day and republic day regularly. On this occasion both students and staff participate actively by delivering speech on various aspects of constitution of our country. Moreover, constitution of India is a mandatory course in 4th semester which is common for all disciplines. Under the subject, teacher conducts many quizzes, collect assignments in order to sensitize the students to the fundamental rights, duties and responsibilities of citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website**

**A. All of the above**

**There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

College celebrates independence day and republic day thereby sensitizing the staff and students to duties responsibilities of a citizen. The library committee conducts Saraswati puja and Ganesh puja in order to orient the students towards their study. Central Workshop conducts Viswakarma puja. Engineers day is celebrated on 15th September by holding various competitions. The Internal Complaint Committee celebrates international Womens' day on 8th March. NSS celebrates NSS day on 24th September, International youth day on 12th August and world health day on 7th April. NCC club celebrates NCC day on 4th Sunday of November. It also celebrates Kargil Vijay Divas on 26th July. Yoga club celebrates International Yoga day on 21st June.

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celebrates Kargil Vijay Divas on 26th July. Yoga club celebrates International Yoga day on 21st June.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The challenge to adjust to a completely new seemingly hostile environment, consequently decrease in academic performance further worsen by the state of depression of a noticeable number of freshers had prompted to implement the practice.

Institute was facing difficulties in curbing the cases of ragging in spite of its best efforts. The number of drop out cases on ground of uncomfortable environment was more. The cases of ragging and drop out are reduced since 2018 the year of start of induction program.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The curriculum is usually revised after 5 years. But, the advancement of technology is so fast and the consequent change in need of industries is so frequent that the curriculum won't be enough for all round development of the students. Institute being an affiliated one has no option left but to create a conducive

environment by allowing the students for various clubs and engage in relevant activities to get transformed into better professionals. Institute has extended all supports to the clubs such as robotics club, coding club, start up and innovation cell, NSS club, NCC club, sports club, Cadence club, Heritage club, Kalakar Paribar Go-Cart club etc. including fund and allowing the club activities till late night especially during time of preparation for national competitions. The students have own many prizes in national level competitions. P MEC is well known for its hospitality towards all the stake holders. This has been possible due to the state harmony among all the members of P MEC family. This reflects in the fastest growth P MEC in such a short span of time in state of Odisha.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the 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.