Approval Process Handbook 2024-2027

ANNEXURE-18

Mandatory Disclosures

The following information has been given in the information Brochure besides being hosted on the Institution's official Website.

The onus of the authenticity of the information lies with the Institution ONLY and not on AICTE.

18.1	Name of the Institution	Regional College of Management
	• Address including Telephone, Mobile, E-Mail	Regional College of Management, Plot No. GD-2/12,Chakadola Dham, Chandrasekharpur, Bhubaneswar.Odisha Pin-751023
		0674-2300421 Mob.9937020043
		director@rcm.ac.in
18.2	Name and address of the Trust/Society/Company and the Trustees	Regional College of Management Trust
	• Address including Telephone, Mobile, E-Mail	Regional College of Management Trust , Plot No.GD 2/12 & 2/13 Chakadola Dham, Chandrasekharpur, Bhubaneswar.Odisha Pin-751023
		0674-2300421, 2300455 ,2302633, 2300901 Mobile : 9861024443
		chairman@rcm.ac.in
18.3	Name and Address of the Vice Chancellor/Principal/Director	Dr.Pritam Pal, Director
	• Address including Telephone, Mobile, E-Mail	Regional College of Management, Plot No.GD 2/12 Chakadola Dham, Chandrasekharpur, Bhubaneswar. Odisha Pin-751023
		0674-2300421 Mob.9937020043
		director@rcm.ac.in
18.4	Name of the affiliating University	Biju Patnaik University of Technology, (BPUT)
18.5	Governance	Organizational chart Enclosed
i.	Organizational chart	Enclosed

ii.	Grievance Redressal mechanism for Faculty, staff and students	The grievance redressal mechanism for faculty, staff and students is well defined and operates as follows: **1. For Faculty:** Faculty members bring their grievances to the notice of the Principal / Director through the Head of the Department. Principal / Director inquiries about the grievances and if needed brings it also to the notice of the Chairman of the Board of Governors. **2. For Staff:** The grievance is referred through the sectional heads to the concerned Administrative Officer and/or Registrar. The matter is sometimes referred to the Principal / Director. **3. For Students:** **I.** Students refer their academic problems to the concerned course coordinator. If the concerned course coordinator is unable to solve their problems they go to the Head of the Programme / Principal. **II.** For any problem other than academics the student's referrer their problem to their mentors. Besides for specific problems like hostel they refer to hostel superintendent and subsequently to warden, for placement-to-placement Head. **III.** The grievances related to the examinations are referred to the Controller of the Examination. For facilities in the campus any problem arises the students refer to the A.O / Head of the Department. The grievances related to the departmental activities are represented to the concerned Head of the Department. In case of major grievances, students may also approach the Principal / Director for necessary action.
iii.	Establishment of Anti Ragging Committee	**Anti-Ragging Committee** For Prevention And Prohibition Of Ragging: - The college follows guidelines based on the order of the Hon'ble Supreme Court of India passed in SLP No-24295 of 2006 dated-16.05.2007 and Civil Appeal No. 887 of 2009 dated 08.05.2009, as well as the AICTE regulations 2009, instructions from the University, Government of Odisha and UGC etc. to prevent and eliminate the scourge of ragging in the college.

		In obedience to Para 6.3 (a) of University (BPUT) Regulations on Curbing the Menace of Ragging 2010, a committee is formed in Regional College of Management, Bhubaneswar, to be known as Anti-Ragging Committee
		The Anti-Ragging Committee of Regional College of Management is constituted every year as per AICTE guidelines for the year **2024-2025** taking the following persons as **Members** In effect to dated: 24.08.2024 it is herewith notified, The Anti• Ragging Committee of Regional College of Management is re-constituted for the year 2020-2021 taking the following persons as Members.. 1. Prof (Dr.) Pritam Pal, Director Chairman Mobile: 9937250043
iv.	Establishment of Online Grievance Redressal Mechanism	The online Grievance Redressal Portal, Names, contact nos. and e-mail IDs of members of the Grievance Committee, to ensure publicity/awareness of the establishment of Grievance Redress Mechanism/ Students Grievances Portal. This would help speedy Redressal of the Grievances and obviate/reduce the urge to lodge the Grievance on pg. portal of DARPG. The Grievance Committee may include one female member, one member from SC/ ST/ Minority/ OBC and two other members.
v.	Details of Grievance Redressal Committee in the Institution and OMBUDSMAN by the University	**Formation of Grievance Redressal Committee for MBA Programs** In obedience to the Biju Patnaik University of Technology (BPUT) Notification Vide No. BPUT/1955, dated 01.02.2013 and AICTE Public Notice vide Advt. No. PG/07(01)/2012 and AICTE, Regulations 2012 vide Notification No.F 37-3/Legal/2012 dated 25.05.2012, a **Grievance Redressal Committee** has been constituted every year for MBA students of Regional College of Management with the objective to prevent unfair practices and to provide a mechanism to students, parents, others, and employees for redressal of their grievances with effect from 02.08.2020. The committee comprises of following members:
vi.	Establishment of Internal Committee (IC)	**FORMATION OF INTERNAL COMPLAINTS COMMITTEE (ICC)** In obedience to Section 4 (I) of the Sexual Harassment of women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013), Regional College of Management(RCM), Bhubaneswar has re-constituted an **Internal Complaints Committee (ICC)** w.e.f. 24.08.2024 to inquire into the complaints of sexual harassment of female employees and girl students of the institute. The ICC comprises of the following members:
vii.	Establishment of Committee for SC/ST	**Formation of Committee for SC/ST** As per the All India Council for Technical Education (AICTE) Approval Process Hand Book for Establishment of Committee

		for SC/ST (As per the Scheduled Castes and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 OF 1989, dated 11.09.1989), a **Committee for SC/ST** has been **re-constituted** for Regional College of Management w.e.f. 24.08 .2024 with the objective of the welfare of the SC/ST students and staffs. The main aim of the Committee is to monitor the guidelines issued by the Ministry of HRD, the University Grants Commission and by the Government of Odisha from time to time. The Committee ensures the effective implementation of the reservation policies in the college admission to students in various courses of studies, accommodation in the hostels, appointments to the teaching and non-teaching posts. The purpose of this Committee is to monitor the admission of students and the recruitment of teaching and non-teaching staffs at various levels. Its function is also to help the SC/ST categories to integrate with the mainstream of the college community and to remove difficulties, which they may be experiencing. The committee comprises of following members:
viii.	Internal Quality Assurance Cell	RCM caters to the academic requirements of students not only through insight filled classroom teaching, but also by ensuring quality enhancement in every sphere of the institution and student's life on the campus. The Internal Quality Assurance Cell is an immensely alert entity of RCM that takes care to provide the best quality inputs on campus. All activities of the IQAC have proved to be immensely satisfying and beneficial to students and faculty alike. The IQAC plays an important role in ensuring quality of the functioning of administrative and academic units of the college. The IQAC continuously reviews the functioning of the various departments and facilitates necessary changes as and when required. The college has developed quality assurance mechanisms within the existing academic and administrative system
ix	Equal Opportunity facilities Cell .	The EOC With the objective of making it Disabled Friendly There is a separate room for aids and appliances. Two toilets with complete modern facilities for the differently-abled users have also been provided. It has the responsibility of initiating constructive programmes for ensuring equal accessibility
	18.6 Programmes	MBA & MCA
	i. Name of Programmes approved by AICTE	MBA & MCA
	ii. Name of Programmes Accredited by NBA	MBA 2003 -2006 & 2009-2012 NBA 2010-15 NAAC 2011-21 ACBSP
	iii. Status of Accreditation of the Courses	**NAAC accreditation from 4th September 2010 to 3rd September 2015.**

		NBA accreditation from 7th May 2003 for 3years, vide F. No. NBA/ACCR-155/2003 dated 20th May 2003 **NBA accreditation from 17th September 2009 for 3 years, vide F. No. NBA/ACCR-155/2003 dated 17th September 2003.**
	iv. Total number of Courses	Two
	v. For each Programme the following details are to be given (Preferably in Tabular form):	MCA
	a. Name	Master of Business Administration
	b. Number of seats	180
	c. Duration	Two Years
	d. Cut off marks/rank of admission during the last years	As per OJEE

	vi. Fee (as approved by the state government)	As per approval
		2 Years MBA : INR 310000.00
		  (Three Lakh Ten Thousand Only)
		2 Years MCA : INR 240000.00
		  (Two Lakh Forty Thousand Only)

	18.7 Faculty	38
	i. Course/Branch wise list Faculty members:	Annexure
	ii. Permanent Faculty	38
	iii. Adjunct Faculty	0
	iv. Permanent Faculty: Student Ratio	1:16
	18.8 Profile of Director/ Principal/ Faculty	Director
	i. Name	Dr.Pritam Pal

	ii. Date of Birth	30-03-1977
	iii. Unique ID	1-9527528215
	iv. Education Qualifications	Ph.D
	v. Work Experience	22
	vi. Teaching/ Research/ Industry/ Others	15 years of Teaching 10 years Industry
	vii. Area of Specialization	Information Technology
	viii. Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	Postgraduate
	ix. Research guidance (Number of Students)	250
	x. No. of papers published in National/International Journals/Conferences	25
	xi. Master (Completed/Ongoing)	ME
	xii. Ph.D. (Completed/Ongoing)	Ph.D
	xiii. Projects Carried out	500
	xiv. Patents (Filed & Granted)	2
	xv. Technology Transfer	-
	xvi. Research Publications (No. of papers published in National/International Journals/Conferences)	20
	xvii. No. of Books published with details (Name of the book, Publisher with ISBN, year of publication, etc.)	2
18.9	Fee	

i.	No. of Fee waivers granted with amount and name of students	--
ii.	Number of scholarship offered by the Institution, duration and amount	20
18.10	Admission	
i.	Number of seats sanctioned with the year of approval	MBA-180,MCA-120 the year of approval 2024
ii.	Number of Students admitted under various categories each year in the last three years	MBA-175 MCA-39 year 2024
iii.	Number of applications received during last year for admission under Management Quota and number admitted	No Management Quota
18.11	Admission Procedure	As per OJEE
i.	Mention the admission test being followed, name and address of theTest Agency/State Admission Authorities and its URL (website)	Odisha Joint Entrance Examination Committee conducted Entrance Tests for admission into various Technical and Professional courses running in different Government and Private Institutes / Universities of the State for the academic year 2024 – 25.
ii.	Number of seats allotted to different Test Qualified candidate separately (AIEEE//JEE/ CET (State conducted test/ University tests/ CMAT)/ Association conducted test etc.)	85% OJEE 15% all India XAT,CAT,MAT,CMAT
iii.	Calendar for admission against Management quota seats:	No Management Quota
iv.	Last date of request for applications	The examination conducted by OJEE odisha as per Govt.Norms
v.	Last date of submission of applications	The examination conducted by OJEE odisha as per Govt.Norms

vi.	Dates for announcing final results	The examination conducted by OJEE odisha as per Govt.Norms
vii.	Release of admission list (main list and waiting list shall be announced on the same day)	The examination conducted by OJEE odisha as per Govt.Norms
	viii. Date for acceptance by the candidate (time given shall innocase be less than 15 days)	The examination conducted by OJEE odisha as per Govt.Norms
ix.	Last date for closing of admission & Starting of the Academic session	The examination conducted by OJEE odisha as per Govt.Norms
x.	The waiting list shall be activated only on the expiry of date of main list	The examination conducted by OJEE odisha as per Govt.Norms
xi.	The policy of refund of the Fee, in case of withdrawal, shall be clearly notified	As per AICTE Norms
18.12	Criteria and Weightages for Admission	As per Odisha JEE
i.	Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.	As per OJEE REQUIREMENT OF SUBJECTS AND MINIMUM MARKS FOR ADMISSION TO DIFFERENT COURSES MBA GENERAL 50% SC, ST 45% BACHELORS DEGREE IN ANY STREAM
ii.	Mention the minimum Level of acceptance, if any	As per OJEE REQUIREMENT OF SUBJECTS AND MINIMUM MARKS FOR ADMISSION TO DIFFERENT COURSES MBA GENERAL 50% SC, ST 45% BACHELORS DEGREE IN ANY STREAM
iii.	Mention the cut-off Levels of percentage and percentile score of the candidates in the admission test for the last three years	As per OJEE choice locking
iv.	Display marks scored in Testetc. and in aggregate for all candidates who were admitted	As Per OJEE
18.13	List of Applicants List of candidate whose	All admission is done at OJEE level

	applications have been received along with percentile/percentages core for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats (merit wise)	
18.14	Results of Admission Under Management seats/Vacant seats	All admission made from OJEE
i.	Composition of selection team for admission under Management Quota	All admission made from OJEE
ii.	List of candidate who have been offered admission	All admission made from OJEE
iii.	Waiting for list of the candidates in order of merit to be operative from the last date of joining of the first list candidate	As per OJEE
18.15	Information of Infrastructure and Other Resources Available	Infrastructure and Other Resources
i.	Number of Class Rooms and size of each	66 sqm 10 nos
ii.	Number of Tutorial rooms and size of each	33 sqm 4 nos
iii.	Number of Laboratories and size of each	2nos 66 sqm
iv.	Number of Computer Centers with capacity of each	2nos 66 sqm
v.	Central Examination Facility, Number of rooms and capacity of each	10 nos 60 capacity
vi.	Online examination facility (Number of Nodes, Internet band width, etc.)	240

vii.	Barrier Free Built Environment for disabled and elderly persons	Yes
viii.	Fire and Safety Certificate	Yes
ix.	Hostel Facilities	Yes
x.	Number of Library books/ebooks/Titles/Journals available (Programme-wise)	Total Number of Titles: **18200** Total Number of Books : **40780**
xi.	List of online National/International Journals subscribed	Delnet E-Magazine
xii.	National Digital Library (NDL) subscription details	Yes
xiii.	List of Major Equipment/Facilities in each Laboratory/Workshop	240 computers with latest software
xiv.	List of Experimental Setup in each Laboratory/Workshop	60 setups 4 Lab
xv.	Innovation Cell	Yes
xvi.	Social Media Cell	Yes
xvii.	Compliance of the Academic Bank of Credit (ABC), applicable to PGCM/ PGDM Institutions and University Departments	As per University guidelines
xviii.	To upload the respective short video (1-2 min) of Infrastructure and facilities available w.r.t the courses in the website	Enclosed
xix.	Games and Sports Facilities	For Out Door Sports College has a tie up with Kaling Stadium for various out door games like Cricket, Football and other sports activity. On the campus, we have a Table Tennis, Badminton Chess, Carom board, and other such interesting sports.
xx.	Teaching Learning Process	Teachers make a course plan. At the beginning of academic session they break the course content into modules and make

		the teaching plan accordingly. The teaching plan helps to know in details the position to be covered in each class alongwith prescribed text and case studies.. Regarding teaching, learning and evaluation as well as academic calendar throughout the year, all these activities are provided in the Prospectus and supplied to the students at the beginning of academic year. All courses use the pedagogical mix. Around 60% of the course contents are covered through lecture-presentation methods. About 20% of the courses are delivered through interactive modes of teaching such as games, quiz, cases, presentation, etc. Remaining 20% are project assignment to students for which faculty guidance is provided. At RCM, in order to impart best knowledge, classroom sessions, exercises, project studies, role plays, case studies, simulation games, brainstorming sessions, software applications, presentations are used as methods of teaching. Through these methods, we endeavor to generate and encourage more creative and innovative thinking in our students. In order to supplement the theoretical knowledge with practical inputs, regular industrial exposure is made available through industrial visits and sharing of practical experiences with professionals from the industry/corporate world. We believe that theory without practice is like letters without spirit. But we also, believe that practice without theory is doing without knowing. Our teaching is thus, based on the principle that both theory and practice are essential for complete understanding.
xxi.	For each Post Graduate Courses give the following:	
xxii.	Title of the Course	MBA & MCA
xxiii.	Laboratory facilities exclusive to the Post Graduate Course	<table><tr><th>Sl. No.</th><th>Laboratory Nomenclature</th><th>Sitting Capacity</th><th>Plinth Area in sq. m.</th></tr><tr><td>1</td><td>AB (B)-203/CLB</td><td>60</td><td>88.26</td></tr><tr><td>2</td><td>AB (B)-204/CLB</td><td>60</td><td>85.94</td></tr><tr><td colspan="2" align="right">TOTAL</td><td>120</td><td>174.20</td></tr></table>

18.16	Enrolment and placement details of students in the last 3years	Program	MBA 2021-22	MBA 2022-23	MBA 2023-24
		Enrolment	31	65	111
		Placement	23	60	89
18.17	List of Research Projects/Consultancy Works	Attached			
18.18	MoUs with Industries	5 nos			

Faculty Members' details

Sl. No.	Name of Faculty	Designation	Dept.	Date of Joining	Qualification
1	Dr. Manas Ranjan Debata	Principal	MBA	15-03-2023	Ph. D
2	Dr. Itishree Devi	Professor	MBA	05-04-2018	Ph. D
3	Dr. Shradha Padhi	Professor	MBA	21-08-2024	Ph. D
4	Dr. Annjaan Daash	Associate Professor	MBA	02-01-2017	Ph. D
5	Dr. Monalisa Mishra	Associate Professor	MBA	11-11-2024	Ph. D
6	Dr. Manoj Kumar Satapathy	Associate Professor	MBA	01-02-2024	Ph. D
7	Dr. Sabnoor Khatoon	Associate Professor	MBA	01-02-2024	Ph. D
8	Mr. Sanjaya Kumar Parida	Associate Professor	MBA	21-08-2017	MBA, M. Com
9	Miss. Pragyan Paramita Das	Assistant Professor	MBA	01-09-2016	PGDM
10	Mr. Abhisek Sahoo	Assistant Professor	MBA	01-11-2024	MBA
11	Miss. Aditi Mitra	Assistant Professor	MBA	14-09-2024	MBA
12	Miss. Prajnya Paramita Pradhan	Assistant Professor	MBA	01-02-2024	MBA
13	Miss. Dikshya Debadarsini	Assistant Professor	MBA	01-02-2024	MBA
14	Dr. Moitreyee Paul	Assistant Professor	MBA	01-02-2024	Ph. D
15	Miss. Soumyalin Santy	Assistant Professor	MBA	16-07-2024	MFC
16	Miss. Anusandhya Pattanayak	Assistant Professor	MBA	10-05-2023	MBA
17	Mr. Pragyan Anand Mishra	Assistant Professor	MBA	18-04-2022	MBA

18	Mrs. Ankita Mishra	Assistant Professor	MBA	13-02-2023	MBA
19	Ms. Niharika Nitishree Guru	Assistant Professor	M. Com	15-02-2024	MBA
20	Dr. Susmita Das	Assistant Professor	Ph. D	16-10-2024	MBA
21	Mr. Sujat Kumar Panda	Assistant Professor	MBA	19-04-2022	MBA
22	Prof. Soumya Ranjan Kar	Assistant Professor	MBA	18 -11- 2024	M. Tech
23	Prof. Abhijeet Sharma	Assistant Professor	MBA	24-03-2025	Post Graduation
24	Dr. Pritam Pal	Director	MCA	03-03-2020	Ph. D
25	Mr. Siddhant Kumar	Associate Professor	MCA	05-04-2024	MCA
26	Mr. Saud Hussain	Associate Professor	MCA	01-05-2024	BE
27	Mr. Suryamani Biswal	Assistant Professor	MCA	01-07-2016	MCA
28	Mr. Hitesh Kumar Kar	Assistant Professor	MCA	16-08-2022	B. E
29	Mr. Sisira Kanta Padhi	Assistant Professor	MCA	14-10-2022	MCA
30	Mr. Mrutyunjaya Behera	Assistant Professor	MCA	05-06- 2023	B Tech
31	Mr. Mrutyunjaya Dash	Assistant Professor	MCA	14-09-2024	MCA
32	Mr. Manas Ranjan Nayak	Assistant Professor	MCA	01-05-2023	M. Tech
33	Miss. Jaya Jasmine Sahoo	Assistant Professor	MCA	16-07-2024	MCA
34	Miss. Subhalaxmi Swain	Assistant Professor	MCA	28-08-2024	MSc
35	Mrs. Ronali Mohanty	Assistant Professor	MCA	05-12-2022	MCA

36	Mr. Chandan Jyoti Panigrahi	Assistant Professor	MCA	01-05-2023	B. Tech
37	Miss. Manaswini Sasmal	Assistant Professor	MCA	01-05-2023	B. Tech
38	Mr. Rakesh Kumar Samantray	Assistant Professor	MCA	24-03-2025	M. Tech

Research Facility created by Faculty and Students

Research Facilities:

RCM creates excellent infrastructure, E-Library and laboratories, Computer center, software, and equipment for faculty members and students. A facility is provided for both Faculty members, students, and research associates to implement research-based projects under the guidance of HOD & Dean. It can be utilized by MBA and MCA students extensively for their project and research work.

RCM encourages students to join their faculty members at laboratories, centers, studios, libraries, and other facilities. Here you can satisfy your intellectual interests and start your independent research already as an post graduate student. Besides, you can choose to join Ph. D course in university, department, or faculty research.

These resources help to train a new generation of students who can dive into experiential work to pursue their ideas. Using a strong technical base and transferring their knowledge, students and faculty members can have a global impact and make the Nation a better place.

The institution supports an interdisciplinary approach to challenges. This helps to establish a single vision and set common goals among faculty members and students who participate in research.