

MANDATORY DISCLOSURE AICTE

**Master in Business Administration (MBA PROGRAMME)
&
Master in Computer Application (MCA PROGRAMME)**

2026 - 2027

“The Information has been provided by the concerned Institution and the onus of authenticity lies with the Institution and not on AICTE.”



01. NAME OF THE INSTITUTION: - Disha College Of Management And Technology

Village : Jagarnnathpur
Taluka : Konisi
District : Ganjam
State : ODISHA
Pin Code : 761008
STD Code : 0680
Phone No : 2233466
E-mail : disha.berhampur@gmail.com

02. NAME AND ADDRESS OF THE TRUST / SOCIETY / COMPANY AND THE TRUSTEES:

NAME OF THE TRUST: **DISHA EDUCATIONAL AND CHARITABLE TRUST**

RC Church Road, Beside LIC Office, Berhampur,

Pin-760001

PHONE: 0680-2233466

E MAIL: disha.berhampur@gmail.com

03. NAME & ADDRESS OF THE PRINCIPAL:-

Name : **Dr Prafulla Kumar Padhi**

Address : **Disha College Of Management And Technology**

At: Jagarnnathpur

Po: Mantridi

District: Ganjam (Odisha)

Pin: 761008

Longitude: **84.000⁰**

Latitude: **19.000⁰**

Telephone No: 0680-2233466

Office hours at the Institution: 8.00 am to 1.30 pm

E-mail : principalcmt2020@gmail.com

Website : www.dishacollege.in

Nearest Railway station (Distance in Km): Berhampur 17 KM

Nearest Airport (Distance in Km):- Bhubaneswar 170 KM.

04. Type of Institution : Private-Self Financed.
Category (1) of the Institution : Non minority.
Category (2) of the Institution : Co-Education.



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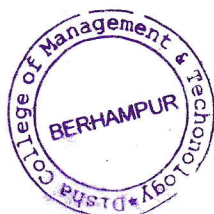
05. NAME OF THE AFFILIATING UNIVERSITY:-

Name of the Affiliating University: Biju Patnaik University of Technology [BPUT]
Address : Chhend Colony, Rourkela,
ORISSA, Pin-769015

Website : www.bput.ac.in

06. Governing Board Members:

| | | |
|-----|---|--|
| 1. | Sri Susanta Palo Chairman Disha Educational and Charitable Trust Berhampur | Chairman |
| 2. | Sri Suresh Pani Vice-Chairman Disha Educational and Charitable Trust, Berhampur | Vice-Chairman |
| 3. | Dr. Prafulla Kumar Padhi, Principal, Ex-Officio Disha College of Management and Technology Member Secretary, Ex-Officio | Principal of the Institution (Member Secretary, Ex-Officio) |
| 4. | Sri Manas Ranjan Sahu Secretary, Disha Educational and Charitable Trust, Berhampur | Secretary |
| 5. | Sri Shaik Illias Trustee Disha Educational and Charitable Trust, Berhampur | Member |
| 6. | Sri Arun Kumar Sabat Trustee Disha Educational and Charitable Trust, Berhampur | Member |
| 7. | Sri Dinesh Mishra Trustee Disha Educational and Charitable Trust, Berhampur | Member |
| 8. | Mr. Sanjeev Kumar Routray Managing Director, Jaysree Chemicals | Member |
| 9. | Dr. K Govind Rajulu, Chairman Vignan Group of Institutions | Member |
| 10. | Director – Technical Education and Training (As. Ex-Officio Member) | Member |
| 11. | To be nominated (Nominee of AICTE ERO) | Member |
| 12. | Dr. Subendu Rath Deputy Registrar BPUT (Affiliating University) | Member |
| 13. | Mr. Nityananda Patnaik Associate Professor in MBA, Disha College of Management and Technology, Berhampur Staff Representative Male | Member |
| 14. | Dr. Swagatika Panda Associate Professor in MBA, Disha College of Management and Technology, Berhampur Staff Representative Female | Member |



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08. Academic Advisory Body:

1. Prof (Dr) Ratnakar Mishra Graphic Era Deemed University, Dehradun
2. Prof (Dr) Rabi N. Subudhi KIIT School of Management, Bhubaneswar
3. Ex Prof (Dr) Jagannath Panda Berhampur University

09. GOVERNANCE:-

i) Member of the Board and their brief background: -

| Disha Educational And Charitable Trust | | | | | | |
|--|-----------------------|----------------|---------------|------------|-------------------------|-------------|
| Sl. | Name Of Trust Members | Position | Qualification | Experience | E-Mail | Cell No |
| 1. | Sri Susanta Palo | Chairman | BA, MBA | 27+ Years | susant.palo09@gmail.com | 70085 78416 |
| 2. | Sri Dinesh Mishra | Secretary | MPhil, MBA | 30+ Years | Dineshmish@gmail.com | 98610 56977 |
| 3. | Sri Suresh Pani | Trustee-Member | ICWAI, MBA | 20+ Years | Sureshkpani@gmail.com | 94371 87568 |
| 4. | Sri Manas Ranjan Sahu | Trustee-Member | BA, MBA | 16+ Years | manas1231@gmail.com | 94370 71320 |
| 5. | Sri Arun Kumar Sabat | Trustee-Member | BA | 16+ Years | arunsabat1111@gmail.com | 99376 54949 |
| 6. | Sri Shaik Illias | Trustee-Member | BCom, MBA | 16+ Years | shaikillias@gmail.com | 99371 87868 |

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ii) **Governing Body**

| | |
|--|--|
| Sri Susanta Palo Chairman Disha Educational and Charitable Trust Berhampur | Chairman |
| Sri Suresh Pani Vice-Chairman Disha Educational and Charitable Trust, Berhampur | Vice-Chairman |
| Dr. Prafulla Kumar Padhi, Principal, Ex-Officio Disha College of Management and Technology Member Secretary, Ex-Officio | Principal of the Institution (Member Secretary, Ex-Officio) |
| Sri Manas Ranjan Sahu Secretary, Disha Educational and Charitable Trust, Berhampur | Secretary |
| Sri Shaik Illias Trustee Disha Educational and Charitable Trust, Berhampur | Member |
| Sri Arun Kumar Sabat Trustee Disha Educational and Charitable Trust, Berhampur | Member |
| Sri Dinesh Mishra Trustee Disha Educational and Charitable Trust, Berhampur | Member |
| Mr. Sanjeev Kumar Routray Managing Director, Jaysree Chemicals | Member |
| Dr. K Govind Rajulu, Chairman Vignan Group of Institutions | Member |
| Director – Technical Education and Training (As. Ex-Officio Member) | Member |
| To be nominated (Nominee of AICTE ERO) | Member |
| Dr. Subendu Rath Deputy Registrar BPUT (Affiliating University) | Member |

iii) **Frequency of the Board Meetings and Academic Advisory Body:** - Twice in a year

iv) **Organizational chart and process** :- Enclosed in **Annexure - I**

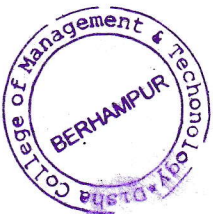
v) **Nature and Extent of involvement of faculty and students in academic affairs / Improvements:-**

- 01) State of Art Technology is installed for conducting classes to enhance the quality of teaching.
- 02) Visuals and teaching adds on important courses, containing lecturers delivered by eminent professors are procured for the students.

vi) **Mechanism / norms & procedure for democratic / good Governance:-**

Under the guidance of Trustees, Governing Council, Academic Advisory Body, the

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day-to-day operations of Disha College Of Management And technology is managed by Principal with help from Faculty members with individual responsibility.

vii) Student Feedback on Institutional Governance/faculty performance:-

Semester wise feedback system, regular faculty development program & faculty appraisal helps for the assessment of the performance of the faculty members.

viii) Grievance redressed mechanism for faculty, staff and students:-

Complaints/Suggestion boxes are available at Open Corridor/Library/Hostels. Student's interaction with Principal and a separate grievance cell meeting on weekly basis to discuss the various day to day issues. Online grievance redressal mechanism is available.

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- ix) **Establishment of Anti Ragging Committee:** Constitution of Anti ragging Committee and Anti ragging squad is formed to look after the in disciplinary activities.

| Sr. No. | Name of the Committee Member | Profession | Associated with | Mobile Number |
|---------|-------------------------------|------------------------------|-------------------|---------------|
| 1. | Dr. Prafulla Kumar Padhi | Principal | Chairperson | 8763515549 |
| 2. | Mr. Susant Palo | Teaching | Convenor | 7008578416 |
| 3. | Mr. Dinesh Kumar Mishra | Teaching | Co-Convenor | 9861056977 |
| 4. | Ms. Sneha Seena Mishra | Teaching | Member | 8908793435 |
| 5. | Mr. Bibekananda Patnaik | Teaching | Member | 7008322139 |
| 6. | Mr. Suresh Pani | Teaching | Member | 8114395705 |
| 7. | Mr. Krushna Chandra Choudhury | Print Media Reporter – Samaj | Member | 9937788902 |
| 8. | Basanti Das | Local Administrator | Member-Ex-Officio | 6389252580 |
| 9. | Bibekananda Mahanta | IIC, Golantara | Member-Ex-Officio | 8895252614 |
| 10. | Manoj Kumar Patnaik | Parent | Member | 9861012589 |
| 11. | Ms. Barsha Rani Das | Student 1 st Year | Member | 8018182283 |
| 12. | Mr. Ranjan Basantia | Student 1 st Year | Member | 6371719262 |

- x) **Establishment of Online Grievance Redressal Mechanism: Available**

All aggrieved students, their parent and others can submit their grievances to the GRC of DCMT through online available in the website link. (www.disha.grievanceportals.com)

- xi) **Establishment of Grievance Redressal Committee: Constituted**

| Sr. No. | Name of the Committee Member | Profession | Associated with | Mobile Number |
|---------|------------------------------|------------------------------|-----------------|---------------|
| 1. | Dr. Prafulla Kumar Padhi | Principal | Chairperson | 8763515549 |
| 2. | Ms. Sneha Seena Mishra | Teaching | Convenor | 8908793435 |
| 3. | Dr. Swagatika Panda | Teaching | Co-Convenor | 9502869269 |
| 4. | Mr. Nityananda Patnaik | Teaching | Member | 9778159205 |
| 5. | Mr. Soraj Kumar Sahu | Teaching | Member | 9040659898 |
| 6. | Mr. Muna Acharjya | TPO | Member | 7978896625 |
| 7. | Mr. P Vikash Rao | Student 1 st Year | Member | 8280654204 |
| 8. | Ms Neha Maharana | Student 1 st Year | Member | 9861241856 |

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xii) Establishment of Internal Compliant Committee: Constituted

| Sr. No. | Name of the Committee | Profession | Associated with | Mobile Number |
|---------|--------------------------|------------|-----------------------|---------------|
| 1. | Dr. Prafulla Kumar Padhi | Principal | Chairperson | 8763515549 |
| 2. | Ms. Nikita Padhi | Teaching | Presiding Officer-ICC | 9078690222 |
| 3. | Mr. Nityananda Patnaik | TPO | Co-Convenor | 9778159205 |
| 4. | Mr. Susanta Palo | Teaching | Member | 7008578416 |
| 5. | Mr. T Venkat Giri | Member | Member | 7750021213 |
| 6. | Mr. Rajesh Acharjya | Member | Member | 6370521417 |
| 7. | Ms. Sanjukta Behera | Member | Member | 8249303127 |
| 8. | Mr. Debasish Biswasaray | Student | Member | 6372582210 |
| 9. | Ms. Swikriti Behera | Student | Member | 7895451256 |

xiii) Establishment of Committee for SC/ST: Constituted

| Sr. No. | Name of the Committee | Profession | Associated with | Mobile Number |
|---------|--------------------------|------------------|------------------------|---------------|
| 1. | Dr. Prafulla Kumar Padhi | Principal | Chairperson | 8763515549 |
| 2. | Ms. Suchismita Patnaik | Teaching | Convenor-SC/ST Cell | 7204349958 |
| 3. | Mr. Nityananda Patnaik | Teaching | Co-Convenor-SC/ST Cell | 9778159205 |
| 4. | Mr. Bibekananda Patnaik | Teaching | Member | 7008322139 |
| 5. | Ms. Pallabi Padhi | Supporting Staff | Member | 7681012815 |
| 6. | Ms. Gayatri Behera | Student | Member | 7750021213 |
| 7. | Ms. Haripriya Behera | Member | Member | 8249303127 |
| 8. | Mr. Pranaya Adhikari | Student | Member | 6372582210 |
| 9. | Mr. Subham Sasmal | Student | Member | 7895451256 |

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xiv) Internal Quality Assurance Cell: NO

| Sl.No | Name of the Committee Member | Associated with |
|-------|------------------------------|-----------------|
| 1. | Dr. Prafulla Kumar Padhi | Chairperson |
| 2. | Mr. Susanta Palo | Convenor |
| 3. | Mr. Dinesh Kumar Mishra | Member |
| 4. | Mr. Suresh Pani | Member |
| 5. | Mr. Nityananda Patnaik | Member |
| 6. | Mr. Bibekananda Patnaik | Member |
| 7. | Ms. Sneha Seena Mishra | Member |
| 8. | Ms. Suchismita Patnaik | Member |
| 9. | Ms. Subhashree Panigrahi | Member |
| 10. | Ms. Sipra Kumari Panda | Member |

10. PROGRAMMES: -

(i) Name of the Programs approved by the AICTE:-

Master in Business Administration in

- 1) General Management-120 INTAKE
- 2) Finance Management-60 INTAKE

Master in Computer Application in

- 1) Computer Application – 120 INTAKE



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(ii) Name of the Programs accredited by NBA- NIL

| NBA Accreditation Status | | |
|--------------------------|--|----------------|
| 1 | Name / List of Programmes / Courses Accredited | Not Accredited |
| 2 | Applied for Accreditation | -- |
| | A. Applied but Visit not happened | -- |
| | B. Visit happened but result awaited | -- |
| 3 | List of Programmes / Courses not Applied | MBA, MCA |

Name of the Programs accredited by NAAC- NIL

| NAAC Accreditation Status | | |
|---------------------------|--------------------------------------|----------------|
| 1 | Accredited | Not Accredited |
| 2 | Applied for Accreditation | -- |
| | A. Applied but visit not happened | -- |
| | B. Visit happened but result Awaited | -- |
| 3 | Not Applied | MBA, MCA |

(iii) For each Program the following details are given:-

Master in Business Management

| | | |
|--|---|---|
| Name | : | MBA |
| Number of seats | : | 180 |
| Duration | : | 2 years |
| Cut of mark/rank for admission During the last three years | : | Centralized counseling conducted By (Qualified students from JEE, Orissa/MAT/CAT) |
| Fee | : | 60,000/- (per year) |
| Placement facilities | : | Available |
| Campus placement in last three Years with | : | 102 |
| Minimum salary, | : | 27,000 |
| Maximum salary | : | 17,800 |
| and Average salary | : | 21,000 |
| Cut of Mark/rank for admission During the last two years | : | Centralized counseling conducted by OJEE, Odisha |

(iv) **Master in Computer Application**

| | | |
|--------------------------------|---|---------|
| Name | : | MCA |
| Number of seats | : | 120 |
| Duration | : | 2 years |
| Cut of mark/rank for admission | : | |



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During the last three years : Centralized counseling conducted By (Qualified students from JEE, Orissa)

Fee : 60,000/- (per year)

Placement facilities : Available

Campus placement in last three Years with : NA

Minimum salary, : NA

Maximum salary : NA

and Average salary : NA

Cut of Mark/rank for admission During the last two years : Centralized counseling conducted by OJEE, Odisha

PLACEMENT STATUS:

| Sl No | Name of the Course | Branch | 2023-24 | 2024-25 | Total No. of students placed during last three years |
|-------|--------------------|----------------------|---------|---------|--|
| 1. | MBA | General Management | - | - | Not yet placed |
| 2 | MBA | Finance Management | - | - | Not yet placed |
| 3 | MCA | Computer Application | - | - | Not yet placed |

Name and duration of programme (s) having affiliation / collaboration with Foreign University(s)/Institution(s) and being run in the same campus along with status of their AICTE approval. If there is foreign collaboration, give the following detail.

Note: - None of our programme (s) is having affiliating / collaboration with Foreign University(s) / Institution(s) and none of other programme (s) being run in the same campus along with status of AICTE.

b) Details of the Foreign Institution / University:- - No foreign University Collaborative

c) For each Collaborative/affiliated programme give the following: - Non Collaborative

d) Whether the collaborative programme is approved by AICTE? If not whether the Domestic/Foreign Institution has applied to AICTE for approval as required under notification no. 37-3/Legal/2005 dated 16th May, 2005 – Not Applicable

B) PG Programme

Name : Master in Business Administration (MBA)

Number of seats : 180

Duration : 2 years

Cut of mark/rank for admission During the last three years : Centralized counseling conducted by state Govt., Odisha

Fee : As approved by State Govt.

Placement facilities : Available

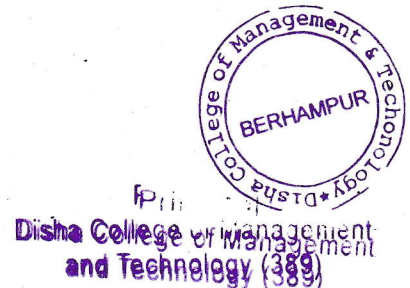
Campus placement in last three Years with : NA

Minimum salary : NA

Maximum salary : NA

Cut Off mark/Rank For Admission : NA

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| | | |
|---|---|--|
| During the last three years | : | NA |
| Name | : | Master in Computer Application (MCA) |
| Number of seats | : | 120 |
| Duration | : | 2 years |
| Cut of mark/rank for admission During the last three years | : | Centralized counseling conducted by state Govt., Odisha |
| Fee | : | As approved by State Govt. |
| Placement facilities | : | Available |
| Campus placement in last three Years with | : | NA |
| Minimum salary | : | NA |
| Maximum salary | : | NA |
| Cut Off mark/Rank For Admission | : | NA |
| During the last three years | : | NA |

Name and duration of programme (s) having affiliation / collaboration with Foreign University(s)/Institution(s) and being run in the same campus along with status of their AICTE approval. If there is foreign collaboration, give the following detail.

Note: -None of our Programme (s) is having affiliating / collaboration with Foreign University(s) / Institution(s) and none of other programme (s) being run in the same campus along with status of AICTE.

b) Details of the Foreign Institution / University:- Not applicable

c) For each Collaborative/affiliated programme give the following: Not applicable

d) Whether the collaborative programme is approved by AICTE? If not whether the Domestic/Foreign Institution has applied to AICTE for approval as required under notification no. 37-3/Legal/2005 dated 16th May, 2005 - Not applicable



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11. FACULTY:-

(i) Branch wise list of faculty members:-

(This institute got its approval on 2020. Since this is its eleventh year's programme, Hence the calculation of Student/ Faculty Ratio should be taken on overall basis.)

| | | |
|----------------------------------|---|------|
| No of Faculty | : | 28 |
| Visiting Faculty | : | Nil |
| Adjunct Faculty | : | Nil |
| Guest Faculty | : | Nil |
| Permanent Faculty: Student Ratio | : | 1:20 |

(ii) Number of faculty employed(E) at present for the academic year 2021-22 :-

| Sl No | Branch | Professor | Associate Professor | Assistant Professor | Total No. of Faculty |
|-------|----------------------|-----------|---------------------|---------------------|----------------------|
| 01 | General Management | 02 | 02 | 08 | 12 |
| 02 | Finance Management | 00 | 02 | 04 | 06 |
| 03 | Computer Application | 02 | 02 | 06 | 10 |

12. PROFILE OF PRINCIPAL WITH QUALIFICATION, TOTAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED:

Name : Dr. Prafulla Kumar Padhi
Date of Birth : 15/05/1977
Age : 49 yrs
Academic qualifications (with field of specialization) : Ph.D (Management), MBA (Financial & Marketing Management)

Details of Experience (Academic / Industrial) : Teaching: 15 Years

Research: 10 years

Industry: 10 Years

Area of specialization : Finance Management, Marketing Management

Subject Teaching at Post Graduate Level : Core Management, Financial Management

No of paper published : National Journals (10 Nos.) International Journals (10 Nos.)

Projects carried out : 02 Nos.

Patents : Nil

Technology Transfer : --

Research Publications : 26 Nos

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Date of the appointment in the present institution: 02/03/2026

Duration of employment at the Institute concerned: Continuing

No. Of Books Published: 03

Name of the Book: BASIC ACCOUNTING AND FINANCIAL FOR IT PROF. BHARAT DIVERSITY AND
BUSINESS MANAGEMENT & SMART KIDS SMARTER SCREENS

Publisher& ISBN: Paramount Publishing House, ISBN 978-81-948876-4

- (ii) For each faculty give a page covering: Note:- Enclosed in **Annexure – II**
(Separate sheet for each faculty in department wise as per format)

13. FEE :-

- (i) **Details of fee, as approved by State fee Committee, for the Institution: -For
MBA Programme:**
First Year:-

| | |
|---|----------|
| Tuition Fee | 50000.00 |
| Placement Training | 2000.00 |
| Cost of Uniform, Blazer, Tie, Crest, Hanger ,T.Shirt & Uniform(One time charge) | 3000.00 |
| Transport | 10000.00 |
| Total | 65000.00 |
| Accommodation with fooding | 40000.00 |

- (ii) **Details of fee, as approved by State fee Committee, for the Institution: - For
MCA Programme:**
First Year: -

| | |
|--|----------|
| Tuition Fee | 50000.00 |
| Placement Training | 2000.00 |
| Cost of Uniform, Blazer, Tie, Crest, Hanger, T.Shirt & Uniform (One time charge) | 3000.00 |
| Transport | 10000.00 |
| Total | 65000.00 |
| Accommodation with fooding | 40000.00 |

-Hostel

(i) **The college has rented hostels for boys and girls.** Furniture, electrical fittings, News Paper, Magazines, TV, Telephone, Aqua Guard, Salary to mess staff, doctor ward boys, ad manager, sweepers, scavengers and cost of disinfectants, detergents, acids vacuum cleaning and cost of maintenance of electrical gadgets besides tube lights, fans motor pumps and host of other incidental expenses related to maintenance of hostels are provided to each borderer.

- (ii) **Time scheduled for payment of fee for the entire program:-**

Institute is providing two installment process for payment of fees i.e. In the beginning of the academic year and second before commencement of even semester Examination.

- (iii) **No. of fee waiver granted with amount and name of students: - Nil**

- (iv) **Number of scholarship offered by the Institute, duration and amount:- Nil**



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(v) **Criteria for fee waivers/scholarship: -**

(vi) **Estimated cost of boarding and lodging in hostels: -Rs.40000 p.a.**

14. ADMISSION:-

(i) **Number of seats sanctioned with the year of approval: - 180 seats**

File No with date of first approval: F.No. Eastern /2020-21/1-7370494381, Date: 28-Jun-2020

(ii) **Number of students admitted under various categories each year in the last three years:-**

| SL NO | YEAR | BRANCH | TOTAL INTAKE | TOTAL NO OF ADMITTED STUDENTS |
|-------|---------|----------------------|--------------|-------------------------------|
| 1 | 2024-25 | Finance Management | 60 | - |
| | | General Management | 120 | - |
| 2 | 2025-26 | Finance Management | 60 | 19 |
| | | General Management | 120 | 19 |
| | | Computer Application | 120 | 24 |

15. ADMISSION PROCEDURE:-

(i) **Mention the admission test being followed, name and address of Test Agency and its URL (website) :-**

- ▶ J.E.E.(Joint Entrance Examination, Orissa), J.E.E. Complex, BPUT, Chhend Colony, Rourkela, Orissa, www.jeeodisha.com, www.ojee.nic.in

(ii) **Number of seats allotted to different Test Qualified candidates separately [OJEE/CAT/MAT) (State conducted test/University tests)/ Associated conducted test):-**

- ▶ 100% of the total seats is filled through JEE counseling, Odisha,

Calendar for admission against management/vacant seats:-

a) **Last date for request for applications :**

As per the guideline of admission rules/procedure prescribed by Joint Entrance Examination (Odisha).

b) **Last date for submission of application:**

As per the guideline of admission rules/procedure prescribed by Joint Entrance Examination (Odisha).

c) **Date of announcing final results :**

As per the guideline of admission rules/procedure prescribed by Joint Entrance Examination (Odisha).

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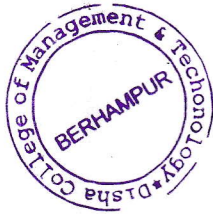


- d) **Release of admission list (main list and waiting list should be announced on the same day):**

As the seats are being filled through the central counseling conducted by JEE (Odisha) the institution has no such list of its own. Details are available at www.jeeodisha.com

- e) **Date for acceptance by the candidate (time given should in no case be less than 15 days) :**

As per the guidelines of Industries Department and Joint Entrance Examination (Odisha).



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- f) **Last date for closing of admission** : 15th August of every year
As per the guideline of admission rules/procedure prescribed by Joint Entrance Examination, Odisha.
- g) **Starting of the Academic session** : Third week of August of every year
- h) **The waiting list should be activated only on the expiry of date of main list:**
As the admissions are through JEE central counseling, hence no waiting list is being maintained by the institute.
- i) **The policy of refund of the fee, in case of withdrawal, should be clearly notified:**
The Institute is refunding the fees after receiving seat cancellation letter from the student/parent and the same is communicated to the University as per the guidelines of JEE, Odisha.

16. CRITERIA AND WEIGHTAGES FOR ADMISSION:-

- (i) **Describe each criteria with its respective weightages i.e. Admission Test, marks in qualifying examination etc:-**

For admission process the Institute follows the guideline of admission rules/procedure prescribed by Joint Entrance Examination, Odisha for its regular courses. The candidates not qualified in CAT/ MAT/OJEE shall not be allowed for admission.

- (ii) **Mention the minimum level of acceptance, if any :-**

Passed + 3 science/Arts/Com/BBA/BCA with 50%, 45% for SC?ST required to submit a rank from (JEE, Odisha/CAT/MAT Test)

- (iii) **Mention the cut-off levels of percentage & percentile scores of the candidates in the admission test for the last three years :-** -Not Applicable-
(As the admissions are through central counseling process conducted by OJEE Odisha)

- (iv) **Display marks scored in Test etc. and in aggregate for all candidates who were admitted:-** As stipulated by Central Counseling Process, O.J.E.E. Odisha

17. APPLICATION FORM:-

- (i) **Downloadable application form, with online submission possibilities:-**

JEE-Odisha reserves all rights for selling of the application forms.

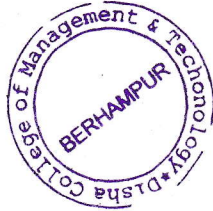
18. LIST OF APPLICANTS:-

- (i) All the applications are received by J.E.E., Odisha and the admission is undertaken through central counseling based on OJEE/ CAT/ MAT ranks.

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The JEE, Odisha is maintaining the list. All vacancy seats after round of counseling shall be filled at the college level as per the notification of Department of Skill Development and Technical Education, Govt. of Orissa.



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19. **INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE:-**

- Total Area of Class rooms and Tutorial Rooms available for MBA Courses with size of each: 66 SqM & 33 SqM
- Total Area of Computer Laboratories available for MBA Courses with size of each: 66 SqM
- Total Area of Seminar Halls available for MBA Courses with size of each: 132SqM
- Total Area of Computer Centers available for MBA Courses with size of each: 150SqM
- Central Examination Facility, Number of Rooms and Capacity of each: 30 SqM
- Total Area of Library : 150SqM
- **Barrier Free Built Environment for disabled and elderly persons:** Available
- **Occupancy Certificate:** Procured
- **Fire and Safety Certificate:** Procured
- **Hostel Facility:** Available for both Boys and Girls
- Number of Classrooms and size of each :- 6 nos & 66 SqM
- Number of Tutorial rooms and size of each :- 2 nos & 33 SqM
- Number of Computer Laboratories and size of each :- 1 nos & 66 SqM
- Number of Seminar halls and size of each :- 1 no & 132 SqM
- Number of Computer Center with capacity :- 01 Nos & 150 SqM
- Central Examination Facility :- Available

20. **LIBRARY**

- a) **Number of Library books/Titles/Journals available(Programme-wise):-**
- Total No. of Volumes available for all Programmes MBA: 4092 Nos
 - Total No. of Titles available for all Programmes MBA : 684 Nos

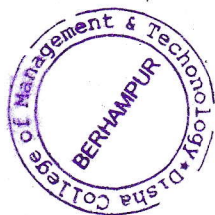
b) **List of online National/International Journals subscribed:-**

| | |
|------------------------|----|
| National Journals | 18 |
| International Journals | 06 |

- c) **E-Library facilities:-** NO

21. **LABORATORY :-** Details of Computer Laboratories for MBA

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-----NA-----

22. COMPUTING FACILITIES:-

a) Number of configuration of systems: -

| Desktop | |
|---|--------|
| Desktop with Intel Pentium Processor, 1TB HDD, 4 GB RAM, 1.5 GHz = Nos. 20, Desktop with Intel i3 Processor, 1TB HDD, 4 GB RAM, 3.60 GHz =Nos. 96 | |
| Printer: | 08 Nos |
| Scanner – | 01 Nos |
| Xerox – | 02 Nos |
| Color Printer- | 01 Nos |

b) Total number of systems connected by LAN :- 60 nos

c) Total number of systems connected to WAN :- -----

d) Internet bandwidth:- 100 Mbps : Optical Fiber line from BSNL Network

e) Major software packages available: - Available
Windows 10, Linux 9.0, MS Office 2019, Photoshop, PDF Writer

f) Special purpose facilities available:- NA

g) Facilities for conduct of classes / Courses in online mode (Theory & Practical) : Yes available

h) Social Media Cell: Available

23. WORKSHOP: - NA

24. List of Other Academic facilities available.

- Games and Sports facilities :- Available
- Extra Curriculum Activities :- Available
- Soft Skill Development Facilities :- Available

25. Teaching Learning Process:-

a) Curricula and syllabi for each of the programmes as approved by the University :- Available on www.bput.ac.in

b) Academic Calendar of the University :- Yes Available on www.bput.ac.in

c) Academic Time Table :- Yes Available on college website

d) Teaching Load of each Faculty week :- Asst. Professor: 16 hours per week
Associate Professor: 12 hours per week
Professor: 06 hours per week

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e) **Internal Continuous Evaluation System in Place :- Yes Available**

- The syllabus is distributed over a number of semesters. Grasp and knowledge of the subject is evaluated in bits continuously and periodically thereby putting lesser burden on the student as compared to evaluation by one examination at the end of the session.
- The courses allotted for a particular semester are completed by the end of the semester and also examined and evaluated simultaneously, thereby reducing the amount of material to be studied at one time.
- The mode of evaluation is also varied, depending upon the nature of the subjects and topics. In general, the following components of evaluation are adopted:

| Theory Course | Practical Course |
|------------------------------|--------------------------|
| Class Tests | SIP |
| Assignments | Seminar Presentation |
| Seminars & Group Discussions | Viva-voce |
| Attendance | Attendance |
| End-semester Examination | End-semester Examination |

- The student's performance is assessed throughout the semester by continuous evaluation followed by an end-semester examination which covers the entire syllabus.
- The number of credits allotted to each course depends on the relative time a student is expected to devote for the respective course.
- Each component of evaluation is assigned a certain weight age towards the computation of over-all performance in each course.
- Mark grade sheet is issued by University after evaluation of each semester and the declaration of the result of each academic session is based on student's performance over both the semesters of the session. An academic session means both the semesters of the session taken together.
- The student's performance for a session is indicated through a result card issued to the student after each even end-semester examination of a session which shows his achievements in each of the courses registered for.

f) **Student's assessment of Faculty System in place :- Yes Available**

- Feedback about Faculty is taken from students twice a semester. The various parameters on which teaching is assessed are: Communication Skills, Quality of Teaching/ Academic input, Subject Knowledge, Content and Method of Delivery, Resourcefulness, Readiness of teacher, Accessibility and Availability of Teacher in Campus/ Department. Feedback is signed by the Principal and conveyed to the faculty by respective Head of the Department. Counseling of faculty having feedback is carried out by Head of the Department as well as by the Principal for his/her improvement.

26. **FOR EACH POST GRADUATE PROGRAMME GIVE FOLLOWING:**

- Title of the Course: Master in Business Administration-MBA
- Curricula and Syllabi: As prescribed by Biju Patnaik University of Technology, Rourkela, Odisha available on BPUT website www.bput.ac.in
- Laboratory facilities exclusively to the Post Graduate Course: Communicative

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Principal

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Language Lab with all design tools and Computer Center are available as per Curricula and Syllabus design.

- Software and all design tools in case: Available as required.
- Academic Calendar and framework: As prescribed by Biju Patnaik University of Technology, Rourkela, Odisha available on BPUT website www.bput.ac.in

27. **Enrollment and Placement details of students in the last three years: Refer Sl.10 &14.**

28. **List of Research Projects / Consultancy Works:**

- **No. of Projects Carried Out, Funding agency, Grant Received: Nil**
- **Publications (if any) out of research in last three years out of masters projects: Nil**
- **Industry Linkage: Nil**
- **MoUs with Industries: Nil**

29. **LoA and subsequent EoA till the current Academic Year: Got approved by AICTE, New Delhi**

| Sl. No | Year of Approval | Intake | Approval Reference No. |
|--------|------------------|--|---|
| 01. | 2020-21 | General Mgt-60 International Business Management -120 Finance Mgt -120 | F.No. Eastern /2020-21/1- 7370494381 |
| 02 | 2021-22 | General Mgt-60 International Business Management -120 Finance Mgt -120 | F.No. Eastern/1- 9327096073/2021/EOA |
| 03. | 2025-26 | Computer Application – 120 | F.No. Eastern/1- 9327096073/2024/EOA |

Prafulla Kumar Padhi

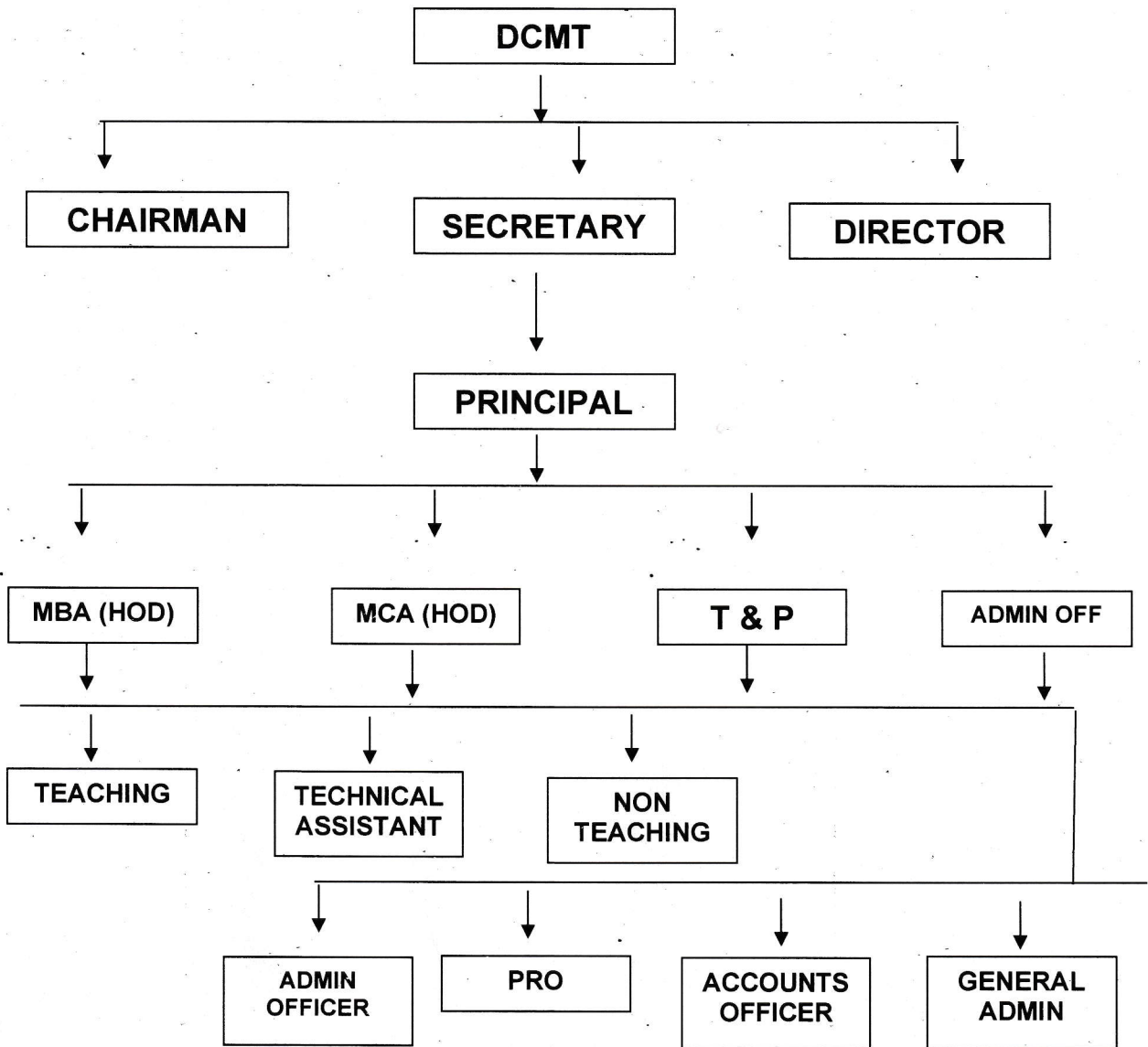
Dr. Prafulla Kumar Padhi
PRINCIPAL

Principal
Disha College of Management
and Technology (389)



Annexure – 1

Organizational Structure



Prabulla Kumar Reddy

Principal
Disha College of Management
and Technology (389)