

(Approved by AICTE, Govt. of India & Affiliated to BijuPatnaik University of Technology, Govt. of Odisha)

MANDATORY DISCLOSURE

1. Name of the Institution

SUDDHANANDA SCHOOL OF
MANAGEMENT & COMPUTER SCIENCE
(SSMC)

Address of the Institution

:AT:Nachhipur, PO: Bhatapatana
Dist; Khordha, Odisha

City & Pin Code

: Bhubaneswar- 752001

State / UT

: Odisha

Phone number with STD code

:

FAX number with STD code

:

Office hours at the Institution

: 10 AM to 5PM

Academic hours at the Institution

: 10AM to 5 PM

Email

: smcprincipal@rediffmail.com

Website

: www.

Nearest Railway Station(dist in Km)

:

Nearest Airport (dist in Km)

: 25 km (Bijupatnaik Airport)

Type of Institution

: Private-Self Financed

(Govt. / Govt. aided / University Dept /

Deemed Univ / Private-Self Financed)

Category (1) of the Institution

: N.A

Non-Minority / Minority specify minority

Category (2) of the Institution Co-Ed / Women only

: Co-Ed

Name of the Organization runn : Trust
Institution under PECT

Type of the organization : Trust

Registered with : Govt. of Odisha

Registration No.& date :

Website of the Trust :

Name of the affiliating University / Board : BijuPatnaik University of Technology, Odisha, Rourkela

Address : New Chhend Colony, Rourkela,
Odisha-769015

Website : <http://www.bput.ac.in>

Latest Affiliation period : 2022-2023

Name of Principal / Director :Prof. (Dr.) Sarita Nayak
Exact Designation : Principal
Mobile number : 9556988620
Email : smcprincipal@rediffmail.com
Saritanayak08@gmail.com
Highest Degree :MBA, Ph.D.
Field of specialization :HR Management
: System Management

GOVERNANCE:

To
The Registrar,
BPUT, ROURKELA, Odisha

Sub: - Nomination of One Representative to act as Governing Body member in our institution i.e., Suddhananda School of Management & Computer Science, A unit of Samvit Sagar Trust, Nachhipur, Cuttack.

Respected Sir,

With utmost regards we are to request we that for the ongoing academic year (2025-26) a Governing body is required to be formed in the college as per the AICTE APH 2023-26 For smooth running of the institution.

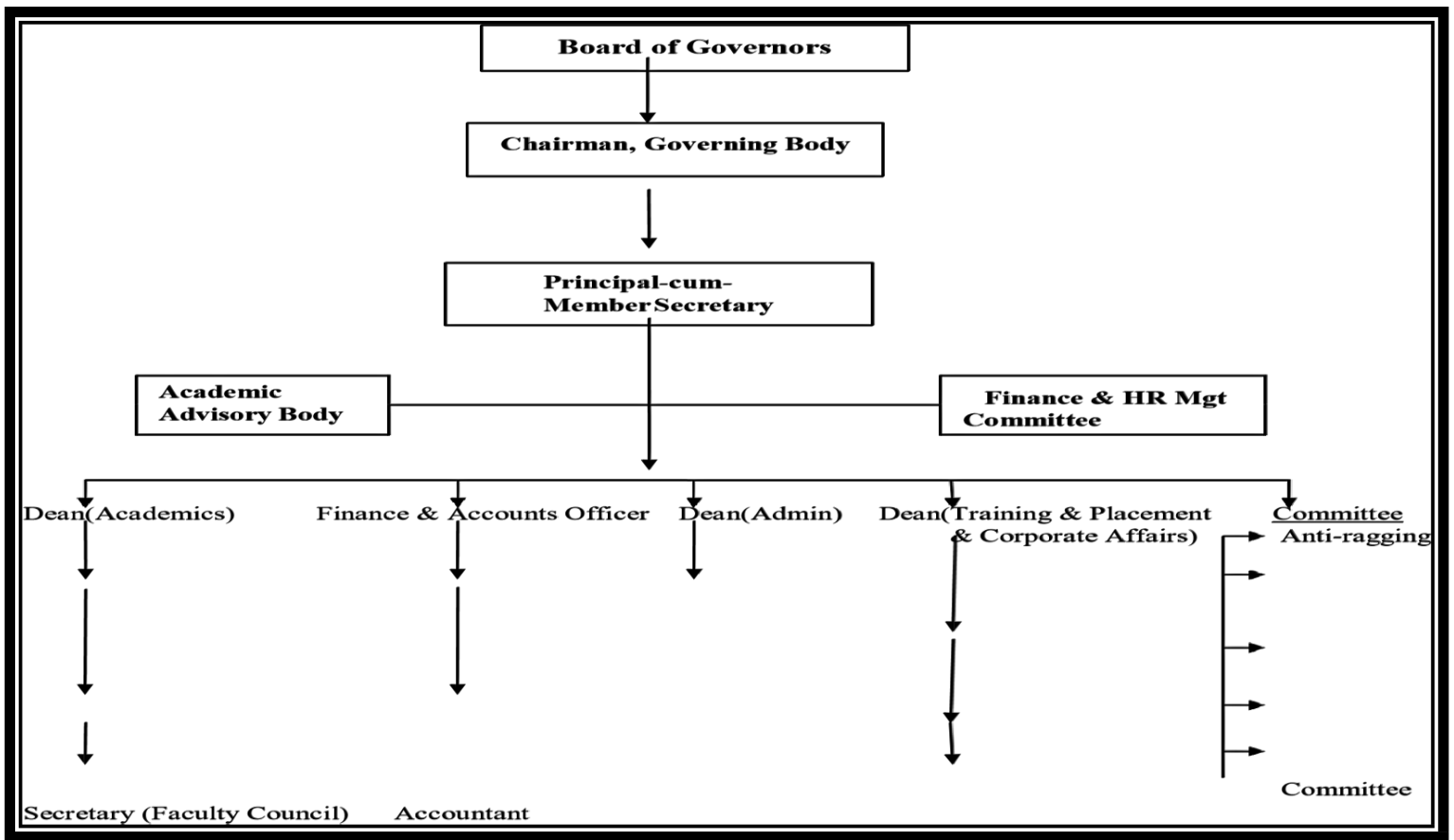
We therefore request you that, kindly nominate a representative from your good office, who shall represent as Governing Body member, to our institution for which act to your kindness, we shall be grate full.

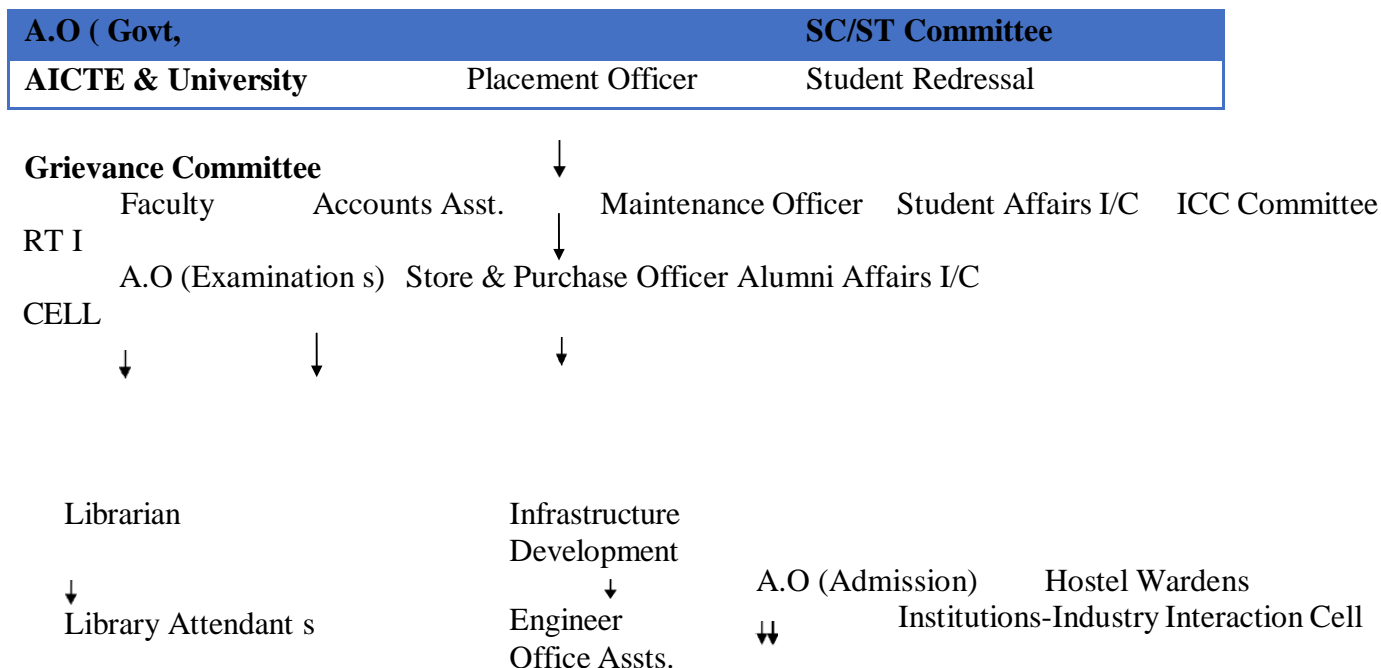


Yours faithfully

**President of Governing Body Suddhananda
School of Management & Computer Science**

ORGANISATIONAL CHART & PROCESS





Mechanism/ Norms and Procedure for democratic/ good Governance:

The Pramodini Educational & Charitable Trust and the Governing Body represent the top governance and leadership entities of the Institute. The Principal as the head of the Institute is responsible for academic administration, management and improvement of assets and financial resources of the Institution. Governance is based on participative, goal and value- oriented principles towards imparting and creating knowledge.

The institute ensures the following

- Academic excellence with support from Staff Council and various committees as ingrained in the vision and mission of the Institute
- Measures taken by the Institute for attracting and retaining eminent faculty
- Welfare schemes given by the Institute to the teaching and nonteaching staff
- Quality up gradation of employees through participation in training programs/ Seminar /Conference by granting leave and financial assistance
- The Institute has developed an effective performance appraisal system for both teaching and non-teaching staff f)Student centric functions of the Institute activities.
- Well-defined vision and mission statements that support well formulated action plan
- Well-planned organizational structure and perspective planning for effective human resource development
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- Decentralization of responsibilities by forming various committees for smooth and effective administration j) Effective audit mechanism by internal and external auditor
- Good governance, responsible administration with accountability, responsive staff and commitments to welfare and growth of all stakeholders.

Student Feedback on Institutional Governance/ Faculty performance:

The institution does follow the practice of taking feed-back from the students on governance related issue sand teaching learning process. Three feed backs per subject is usually taken in a semester. Exit level feedback from the pass out students regarding teaching learning process, infrastructure and student support system are also taken.

Following are the outcome and response of the Institute.

- It enables introspection at personal and institutional level. The Principal shares the information with Staff Council and encouraged the faculty to take steps to overcome the deficiencies pointed out by the students. It also results in discussions about the kind of improvement needed.

Student feedback mechanism on Institutional Governance/faculty Performance	: Semester-wise Students Feedback collection (confidential) ii. It has helped to plan the Self Appraisal of the Faculty Members institution
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Institution strategies and action plan for the coming year.

- Based on student's feedback, the institute redesigns the calendar of activities.
- The Principal communicates this information to the teachers concerned and encourage them to improve their performance

Grievance Redressal mechanism for faculty, Staff & Students:

As per F. No. , dated , it is mandatory for all AICTE approved Institutions to install **Online Grievance Redressal System** as a correctional method to prevent unpleasant occurrences in campuses.

However, as a mandate from AICTE (F.No.), the Institute has a duly constituted student's welfare and grievance redressal committee which takes up and resolves all the grievances of the students from time to time. The students approach the committee to voice their grievances regarding academic, financial, hostel and placement matters. The grievance received is enquired into and, if found correct, is forwarded to the Principal for needful action.

The Institute's online link for submission of grievances is

Establishment of Anti Ragging Committee:

Anti-ragging committee under the chairmanship of the Principal has been constituted in the Institution. The Committee is constituted as per the directives of the Hon'ble Supreme Court of India and guidelines issued by AICTE.

No instance of ragging has been reported till date in the Institution. Extra vigilance is kept by setting up Anti-Ragging Squad (ARS) at the campus. ARS consisting of senior faculty make regular surprise visit to the hostel and other sensitive places in the campus. This is the reason for the success of the institution in curbing ragging.

The precautions taken by anti-ragging committee to prevent ragging are as follows. Anti-Ragging affidavits are collected from the students. Anti-Ragging boards are displayed in important places of the Institution. Anti-Ragging guidelines have been displayed in the Institution website: www.svim.org.in

□ **Establishment of Online Grievance Redressal Mechanism:**

The institute's online link for submission of grievances is

• **Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University:**

The Institute has a duly constituted student's welfare and grievance Redressal committee which takes up and resolves all the grievances of the students from time to time. The students approach the committee to voice their grievances regarding academic, financial, hostel and placement matters. The grievance received is enquired into and, if found correct, is forwarded to the Principal for needful action. The institute's online link for submission of grievances is

□ **Establishment of Internal Complaint Committee (ICC):**

- As per the guideline of Hon'ble Supreme Court and AICTE, anti-sexual harassment committee is reconstituted as **Internal Complaint Committee (ICC)** under the chairmanship of senior most lady faculty (Principal's Nominee).

□ **Establishment of Committee for SC/ ST:**

As per the directions of AICTE, the institute has a duly formed committee for SC/ST. Internal Quality Assurance Cell. The IQAC plays a significant role in the teaching-learning process. The IQAC has regular meetings with Faculty Council and Academic Council, in which activities relating to the academic development of the students such as regular lectures, guest lectures, seminars, Work-shops, co-curricular activities, study tours, etc. are discussed. Problems faced, remedial measures and new methods of teaching/learning are discussed in Academic Council and suggestions are tried and implemented if found useful. The IQAC also looks into the feedback obtained from the students on faculty, curriculum, infrastructure, etc. and suggests suitable steps for improvement.

□ **Internal Quality Assurance Cell:**

The IQAC plays a significant role in the teaching-learning process. The IQAC has regular meetings with Faculty Council and Academic Council in which activities relating to the academic development of the students such as regular lectures, guest lectures, seminars, workshops, co-curricular activities, study tours, etc. are discussed. Problems faced, remedial measures and new methods of teaching/learning are discussed in Academic Council and suggestions are tried and implemented if found useful. The IQAC also looks into the feedback obtained from the students on faculty, curriculum, infrastructure, etc. and suggests suitable steps for improvement.

6PROGRAMME:

Name of the Courses: Master of Business Administration & Master of Computer Application

Duration of the Course : Two Years Full-Time

1st Year of Approval by AICTE, New Delhi : 2008-09

MAT/CAT/XAT on the basis of rank in

OJEE/ATMA/MAT/CAT/XAT

Course Fee : As approved by state Govt.

Placement Facilities : YES

Campus Placement : NA (Students yet to Pass out)

Average Pay package, Rs. /Year : NA

Accreditation Status of the course: NA




Admission Criteria : Admission test is conducted as per the rules and regulations of BPUT, Rourkela, Orissa through OJEE, ATMA, MAT, CAT, XAT

MANDATORY DISCLOSURE OF DEPARTMENT WISE DETAILS OF FACULTY MEMBERS IN WEBSITE OF COLLEGE








FACULTY PROFILE (MCA)

S.L No	Name of Faculty	Qualification	Designation	Specialization	Experience	Photo
01	Dr. SARITA NAYAK	MBA, Ph.D.	PRINCIPAL	HR	21 Yrs	
02	Dr. PRAKASH CHANDRA SAMANTARAY	Ph.D.	Professor	GM		
03	Dr. RANJAN KUMAR SAHOO	Ph.D.	Professor	MARKETING & HR	35 Yrs	
04	Dr. KRISHNA PADA NAYAK	MA, Ph.D.	Professor	GM	35 Yrs	
05	Dr. MANISHA YAGYASENI CHAMPATIRAY	MBA, Ph.D.	Asso. Prof.	FINANCE	7 Yrs	
06	PULIN KUMAR GANTAYAT	MBA	Asso. Prof.	MARKETING	19 Yrs	

07	ANUP KUMAR PANDA	MBA	Asst. Prof.	MARKETING	4 Yrs	
08	ABHIJIT DAS	B.Tech, MBA	Asst. Prof.	OM	4 Yrs	
09	HRUSHIKESH NAYAK	M.Com	Asst. Prof.	GM	15 Yrs	
10	DEVIDUTT SINGH SHATRUSAL	MBA	Asst. Prof.	MARKETING	2 Yrs	
11	RAJU SAHOO	MBA	Asst. Prof.	HR		
12	AKASH MAHARANA	MBA	Asst. Prof.	HR	1 Yr	
13	PRIYATAMA PANDA	MBA	Asst. Prof.	FINANCE	1.6Yrs	
14	PABAN KUMAR SWAIN	B.Tech, MBA	Asst. Prof.	H.R	2 Yr	
15	BIKRAMDEV DAS	MBA	Asst. Prof.	FINANCE	1 Yr	

16	SHUBHASMITA NAYAK	MBA	Asst. Prof.	G.M	1 Yr	
17	SUBRAT KUMAR LENKA	MBA	Asst. Prof.	HR	1 Yrs	
18	BISHNUPRIYA DIXIT	MBA	Asst. Prof.	FINANCE	1.4Yrs	

FACULTY PROFILE (MCA)

S.L No	Name of Faculty	Qualification	Designation	Experience	Photo
01	Dr. DEVITOSH ACHARYA	Ph.D.	Professor		
02	SUJATA APARIJITA MISHRA	MCA	Asso. Prof.		
03	BEDASMITA MISHRA	MCA	Asst. Prof.		
04	SUBASH CHANDRA KHILAR	MCA	Asst. Prof.	8 Yrs	
05	SMRUTI SIKHA DASH	MCA	Asst. Prof.		
06	DEBASIS SAHOO	MCA	Asst. Prof.		
07	SUBHASHREE DASH	MCA	Asst. Prof.		

PROF.(DR) Sarita Nayak
PRINCIPAL
SSMC

Entrance test / Admission criteria: For MBA & MCA, as per OJEE

Norm Cut off Last Candidate Admitted : OJEE Rank :

Number of Fee Waivers offered : Students not available Admission

Calendar : July to May

PIO quota : No

Foreign Collaborations, if any :No

Memberships : ISTE, DELNET, EDUGRIEVANCE, NDLI

Examination system, Year / Sem. : Semester for MBA

Period of declaration of Professional activities: Organizes Seminars/Workshops Results : As per the BPUT

Consultancy activities : No

Academic Calendar

Grants fetched : No Counselling / Mentoring

Career Counselling : Training & Placement Department, SSMC

Student Insurance: Oriental Insurance by the University during admission

Non-Teaching Staffs

<i>Sl No</i>	<i>Name</i>	<i>Qualifications</i>	<i>Designation</i>
01	LAXMIPRIYA MOHANTY	M. LIB.	SR.LIB.
02	HIMANSU SEKHAR SAHOO	MA	PMS
03	MANOJ KUMAR SETHI	B.COM	ADMISSION
04	SUSHREE BAISHALI PANDA	MA/B.ED CONTINUE	OFFICE ASST.
05	GANESH CHANDRA SAHOO	DIPLOMA	OFFICE ASST.
06	SUBODH SAHOO	DIPLOMA	LAB. ASST.
07	ANNAPURNA DAS	+2	PEON
08	SWAYAM SWAGATAM SWAIN	B.Tech	LAB. ASST.

7. Land Details:

	Name of the Deed Holder	Document No	Date of Registration	Plot No	Address(village)	Area in acres
1	SAMVIT SAGAR TRUST	1081308519	8/05/2013		At: Nachhipur,Post: Bhatapatna ,Dist:Khordha	
2	SAMVIT SAGAR TRUST				At: Nachhipur,Post: Bhatapatna ,Dist:Khordha	.1.00 DEC

Infrastructural information/ Classroom/Tutorial Room facilities**B. Built Up Area**

Sl. No.	Room Type (Class mentioned room/Lab/Toilet, etc.)	Carpet area (in sqm)
01	Principal Room	33.48
02	First Cum Seek Room	10
03	Pantry for Staff	13.55
04	Faculty Room	30
05	Board Room	23.13
06	Library	102.88
07	Computer Lab	32.59
08	Central Store	30.01
09	Boys Common Room	63.37
10	Girls Common Room	39.17
11	Class Room	72
12	Class Room	72
13	Class Room	72
14	Class Room	72
15	Class Room	72
16	Class Room	72
17	Class Room	72
18	Class Room	75.53
19	Exam Control Office	43.33
20	Tutorial	34.02
21	Tutorial	33
22	Office all Inclusive	70.29
23	Office all Inclusive	93.556
24	Departmental Office	20
25	Cabin for HOD (MBA)	20
26	Cabin for HOD (MCA)	20
27	Seminar Hall	134.06
28	Language Lab	66.39
29	House Keeping	17.47
30	Stationary Store	19.11
31	Security	14.99
32	Cafeteria	151.92
33	Toilet	70.62
34	Circulation Area	332

Hostel Facilities

HOSTELS	CAPACITY	FACILITIES PROVIDED
Girls Hostel	118	Cot, Bed, Table, Chair, Cupboard, Aqua guard, Power Back-up
Boys Hostel	442	Cot, Bed, Table, Chair, Cupboard, Aqua guard, Power Back-up

- ❑ Medical & other Facilities at Hostel : Dispenser & Permanent Doctor is present inside the campus for all the student of SGI inside the campus

- ❑ Library

- **Library facilities** :

Library infrastructure and accessibility:

- ❑ Total area of the library (in sq. mt.): 2068 Sqm.
- ❑ Total seating capacity: 100

- ❑ Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

Days working hours

- From Mondays to Saturdays- 10:00AM-7.00 PM
- During the preparatory period for Internal and University Examinations- 08.00 AM-7.00 PM
- During the conduct of and preparatory period for Internal and University Examinations - 08.00 AM-7.00PM
- Number of Library books/ Titles/ Journals available - _____ (International-18 & National- 18)
- List of online National/ International Journals subscribed-18❑
- E- Library facilities
- National Digital Library (NDLI) Prescription details: NDLI Regn.No. - INORNC5VLRJM8NQ

Computing Facilities

- Computer-student ratio:1 :6
- Standalone facility: Server, LCD Projectors, Laptops and Routers
- ❑ **LAN facility:**
- Computers are connected with LAN through Lan bit routers
- Wi-fi facility: Wi-fi facility is available in the campus
- Licensed software

Following are the list of software available in the Institute:

Sl. No	Software
01	WINDOWS XP PROFESSIONAL ENGLISH UPC OLP NL AE
02	MS WINDOWS XP PROF.OLP NL AE
03	ORACLE DATA BASE STANDARD EDITION ONE
04	MS OFFICE PRO 7- FPP- AE 5. PASW STATIC BASE 18.0
05	PASW REGRESSION
06	PASW ADVANCE STATISTICS

07	ORELL DIGITAL LANGUAGE SOFTWARE
08	BUSY STANDARD SINGLE USER
09	MS WINZIP STANDARD

Sl. No	Connection	Service provider
1	40 MBPS	RAILTEL CORPORATION OF INDIA LTD. Broadband

1.

List of Facilities Available:

- i. Games & Sports Facilities
- ii. Extra-Curricular Activities
- iii. Soft Skill Development facilities:

Indoor Sports Facilities

The Institute has adequate sports facilities to cater the physical development of students. For indoor games the students are provided facilities for table tennis, carom, badminton, chess etc. In addition to sports facilities the College also poses a well-equipped gymnasium. The Gym is equipped with all kind of modern equipment's. Both boys and girls usually spent good amount of time in the Gymnasium

Outdoor Sports facilities :

Institute campus has a big play ground where Football, Volley ball & Cricket facilities are provided to students

Medical facilities : Dispenser & Permanent Doctor is present inside the campus for all the students & staff of SGI inside the campus.

Barrier Free Built Environment for disabled and elderly persons

Sl. no. Facilities created for differently abled	Created in the year
Ramp for wheel chair movement	2020
Special Toilet Facility in the Ground Floor	2020

Students Activities:

Cultural activities	: Cultural Committee headed by A senior faculty member, Students representatives (consist of all year)
Sports activities	: Athletic Committee headed by A senior faculty member, Students representatives (consist of all year)
Literary activities	: Literary Society headed by Vice-President (A senior Faculty member, Students representatives Consist of all year)
Magazine / Newsletter	: Yes (SPECULUM)
Industrial Visits / Tours	: Yes
Alumni activities	: Yes



APPROVAL PROCESS 2024-25

Extension of Approval (EoA)

F.No. Eastern/1-43659171574/2024/EOA

Date of Approval: 11-Apr-2024

To,

Sub: Extension of Approval for the Academic Year 2024-25

Ref: Online application of the Institution submitted for Extension of Approval for the Academic Year 2024-25

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Education), Powers delegated in AICTE ACT 1987, (No 52 of 1987) chapter II - u/s 2(g) to regulate Technical and subsequent Regulations of AICTE, I am directed to convey the approval to:

Permanent Id	1-12340827	Application Id	1-43659171574
Name of the Institution	SUDDHANANDA SCHOOL OF MANAGEMENT AND COMPUTER SCIENCE	Name of the Society/Trust	SAMVIT SAGAR TRUST
Institution Address	NACHHIPUR, BHATAPATNA, BHUBANESWAR, KHURDA, ORISSA, BHUBANESWAR, KHORDHA, Odisha, 752115	Society/Trust Address	03/143 V.V.V. SALAI, EAST COST ROAD, SUDDHANANDA PURAM, UTHANDI, UTHANDI, CHENNAI, Tamil Nadu, 600119
Institution Type	Private-Self Financing	Region	Eastern
Year of Establishment	2009		

To conduct following Programs/Courses with the Intake indicated below for the Academic Year 2024-25

Level	Program	Course	Affiliating Body (University /Body)	Intake Approved for 2023-24	Intake Approved for 2024-25	NRI Approval Status	FN / Gulf quota/ OCI/ Approval Status
POST GRADUATE	MANAGEMENT	MBA	Biju Patnaik University of Technology, Bhubaneswar	180	180	No	No
POST GRADUATE	COMPUTER APPLICATIONS	COMPUTER APPLICATIONS	Biju Patnaik University of Technology, Bhubaneswar	60	60	No	No

All AICTE approved Institutions are empowered to nurture ecosystems for Skilling (through Vocational courses) via making effective use of existing infrastructure facilities and human resources.

It is mandatory to comply with all the essential requirements as given in APH 2024-25 to 2027 (Chapter-VI)

Important Instructions

1. As per mandatory Disclosure of APH 2024-27(Annexure-18, page180) Institutions must disclose the following information submitted to Council at the Prominent location on its website.
 - i. Department wise availability of Infrastructure along with approved courses and intake approved by the Council.
 - ii. Faculty details: Department wise: Name& Designation of the faculty members/teaching staff along with their qualification, tenure of service in your organization, total experience, Institution should also disclose Student Faculty Ratio, Cadre Ratio.
 - iii. Additionally Audited Financial Statements for last 3 Financial years.
2. Reservation Policy of the Central Government (Including EWS) / Respective State Government/ UT as the case shall be applicable to all the Programmes. The concerned State Government/ UT Admission authority shall decide Modalities of Admission.
3. The Institution offering courses earlier in the Regular Shift, First Shift, Second Shift/Part Time are now amalgamated as total intake and shall have to fulfil all facilities such as Infrastructure, Faculty and other requirements as per the norms specified in the Approval Process Handbook 2024-25 to 2027 for the Total Approved Intake.
4. In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the **Executive Council / General Council as available on the record of AICTE shall be final and binding.**
5. All AICTE institutions are highly encouraged to get NBA/NAAC accreditation. All eligible AICTE institutions are thoroughly encouraged to participate in NIRF ranking process.
6. Deemed to be University: Institutions Deemed to be Universities (Running Technical Education Programmes), it is mandatory to have AICTE approval from the Academic Year 2018-19 in compliance of the Hon'ble Supreme Court Order dated 03-11-2017 passed in CA No.17869- 17870 /2017.
7. AICTE Approved Institutes are encouraged to utilize SWAYAM PLUS Courses up-to 40%
8. Internship is mandatory for all admitted students.
9. AICTE Approved Institutes are encouraged to make efficient use of the flagship schemes like:
 - a. Parakh: Student Gap analysis portal bases services.
 - b. Students Scholarship schemes like Pragati, Saksham, Swanath, ADF, etc.
 - c. Course in Indian Languages.
 - d. ATAL FDPs: Faculty training for Emerging areas and cutting edge Technologies.
 - e. Augmenting Utilization of Research Assets (AURA).
 - f. Smart India Hackathon: World's largest Open Innovation Platform.

**Prof.Rajive Kumar
Member Secretary, AICTE**

Copy to:

1. **The Director Of Technical Education****, Odisha
2. **The Registrar****,
Biju Patnaik University Of Technology, Bhubaneswar
3. **The Principal / Director**,
SUDDHANANDA SCHOOL OF MANAGEMENT AND COMPUTER SCIENCE
Nachhipur, Bhatapatna, Bhubaneswar, Khurda, Orissa,
Bhubaneswar,Khordha,
Odisha,752115
4. **The Secretary / Chairman**,
03/143 V.V.V. SALAI, EAST COST ROAD, SUDDHANANDA PURAM, UTHANDI
UTHANDI,CHENNAI
Tamil Nadu,600119
5. **Guard File(AICTE)**

Note: Validity of the Course details may be verified at <http://www.aicte-india.org/>

** Individual Approval letter copy will not be communicated through Post/Email. However, a consolidated list of Approved Institutions(bulk) may be downloaded from the respective login id's.

This is a computer generated Statement. No signature Required