



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	DR. AMBEDKAR MEMORIAL INSTITUTE OF INFORMATION TECHNOLOGY AND MANAGEMENT SCIENCE
Name of the head of the Institution	Dr.Bhabani Shankar Dash
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	06612472447
Mobile no.	9438424700
Registered Email	damitsrkl@gmail.com
Alternate Email	drbsdash2018@gmail.com
Address	Jagda
City/Town	Rourkela
State/UT	Orissa
Pincode	769042

2. Institutional Status																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Urban																
Financial Status			private																
Name of the IQAC co-ordinator/Director			Swaha Roy																
Phone no/Alternate Phone no.			06612470296																
Mobile no.			7381022160																
Registered Email			swaharoy.damits@gmail.com																
Alternate Email			bsd1968@rediffmail.com																
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)			http://www.damits.ac.in/naac.php																
4. Whether Academic Calendar prepared during the year			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			http://www.damits.ac.in/naac.php																
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.03</td> <td>2021</td> <td>15-Feb-2021</td> <td>14-Feb-2026</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.03	2021	15-Feb-2021	14-Feb-2026
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.03	2021	15-Feb-2021	14-Feb-2026														
6. Date of Establishment of IQAC			01-Jun-2019																
7. Internal Quality Assurance System																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td>Personality Development For Students(IIT Kanpur)</td> <td>06-Nov-2019 1</td> <td>203</td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries	Personality Development For Students(IIT Kanpur)	06-Nov-2019 1	203					
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Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries																	
Personality Development For Students(IIT Kanpur)	06-Nov-2019 1	203																	

Workshop On Library Progression	09-Nov-2019 1	32
Drawing Competition	10-Nov-2019 1	106
Workshop on Revised Accreditation Frame work	01-Dec-2019 1	45
Gender Equity *SELF DEFENCE FOR GIRLS & BOYS	21-Dec-2019 1	57
Bano Mohastav	03-Aug-2019 1	50
Swachh Bharat	25-Aug-2019 1	63
Seminar on Employee Participation	31-Aug-2019 1	38
Seminar on IOT	27-Sep-2019 1	36
Certificate course on Hardware and Networking	19-Oct-2019 90	29
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. IQAC reviewed the Academic Performance of both the departmentys Suggested steps to improve overall teaching, learning to the Management for the academic development of the students. 2. Innovation Ecosystem , Institution Innovation Council. 3. To Enhance Student amenities Facilities and to encourage students to involve in Social Activities under our college NSS wing as well as YRC team. 4. Gender Equity Programme 5.To Co ordinate the activities of NAAC steering Committee Members for the preparation of AQAR

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
7. Attending Seminars for faculty	Attended Seminars .
2. Course Coverage	Completed in Time and reviewed
3. Self Defence Programme	Organized and Reported
4. Upgradation of MIS	ERP Package
5. Support to Weaker Students	Stiphend, Freeships, Special Privileges Provided
6. Attending FDP & Workshops for Faculty Members.	Attended workshops
Cricket match	Organized and Reported
1. Feedback Mechanism	Feedback was taken Actions were taken based on it.
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

06-Feb-2020

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

31-Dec-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

DAMITS has its Management Information System. The functional modules under MIS are 1. Admission 2. Accounts 3. Library

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college ensures effective curriculum delivery through systematic and strategic transparent mechanism: We strictly adhere to run the syllabi of curriculum imposed on us by our parent university. All teachers plan accordingly Lesson plans. In the beginning of the academic session Heads of Departments conduct the meetings to distribute workload, allot subjects, and plans the activities of the department and to review timetable for the program syllabus. The Principal monitors the effective implementation of the Academic Calendar through review meetings with Heads of Departments and faculties. The Time Table is prepared by respective departments at the beginning of the session and Circulated. Teaching plan is prepared by every faculty member at the beginning of academic year. They maintain the lesson plan daily as per actual program. The institution follows the traditional, i.e. chalk and board as well as modern teaching method. There is optimum utilization of well-equipped laboratories for curriculum delivery of practical. To cope up with curriculum the institution has established ICT hub with the help of this teachers to provide the current knowledge in respective subject. The institute practices different activity such as seminars, project work, remedial class, assignments, group discussion etc. this will help to understand practical knowledge of respective subjects. Teachers provide different subjects to the students to provide their seminar. The college collects the feedback from the students, alumni and parents. The collected feedback is analyzed and actions are taken for improvement after discussion at teacher council meeting. Summer projects & internship programmes are regular part of the university curriculum. The institute Taken care of it very judiciously. Students go to different companies for their internship and completed it in stipulated time period. The institute is also tied up with different organization for this purpose.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Computer Hardware and Networking	NA	19/10/2019	90	Focus on employability	yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	00	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCA	CBCS	19/03/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	29	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
00	Nill	0
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Internship	29
MBA	Internship	17
MCA	Field Project	13
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nill
Employers	Nill
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The feed-back forms are designed by the college for students, industry, parents and alumni. The college collects the feedback forms the students at the end of academic year, from the parents during the parent teacher meeting and from the Alumni during the alumni meet. The feedback forms are analyzed at the Staff meeting. Student Feedback Analysis 2019-20: Feedbacks have been collected during form fill for upcoming examination of 2019 -2020. Faculties have collected the feedback. The student views, grievances, Suggestions and requirement are noted below. 1. Maximum of the students are satisfied with the infrastructure and facilities provided by the college. 2. Students Wants the subject should be replaced or upgraded. 3 .The students are also satisfied with the books and resources provided by the college library. 4. Students are satisfied with the time spent by teachers on each topic and timely Completion of the syllabus. PTA Feedback Analysis and Action Taken Report: PARENTS FEEDBACK ANALYSIS REPORT 2019 -2020 DEPARTMENT: IT MANAGEMENT YEAR /SESSION: 2019 -2020 Head of the Department has collected the feedbacks from Parents for the academic year 2019 -2020 and the out comings are noted below Feedback response from the parents indicated fair amount of satisfaction rate on</p>

different parameters. Majority of parents have rated the admission procedure transparent and good. Parents were very satisfied by the security and overall discipline of the college by giving it very high rating. Highest rating was given to the academic atmosphere. There were numerous positive comments on teaching and teacher-student interaction and teachers were described as caring, cooperative, approachable and efficient. Largely the parents were happy with the overall infrastructure of the college. On analyzing the feedback received, over the course of time by the parents, it is observed that parents are largely satisfied by the efforts made by the college administration in admissions, teaching and learning, discipline and other related matters and high degree of satisfaction has been shown by the parents on implementations of some of the suggestions made by them. ALUMNI FEEDBACK ANALYSIS Action Taken Report: Feedbacks have been collected during Alumni Meet 2018 - 2019. Faculties' haven collected the feedback. The student's views, grievances and suggestions are noted below. 1. Coaching for effective communication is required for our students. 2. They strongly agree with the up gradation of the syllabus to meet the current job environment market. 3. Focus on personality development of students. 4. The students are satisfied with the teaching process of the institute. 5. College examination system and Internal assessment process was marked as Excellent and good. Action taken: 1. University has already updated the BCA syllabus for the Academic Year 2019- 2020. 2. Management has already taken Language software for training in English communication and personality development .

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BBA	CBCS (UG)	60	65	60
BCA	CBCS (UG)	100	70	65
MBA	SEMESTER (PG)	60	30	30
MCA	SEMESTER (PG)	60	34	34
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	125	64	12	9	21

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
21	18	3	6	0	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The DAMITS Student Mentorship programme (DSMP) under the guidance of IQAC is for constructive interaction, guidance and mentorship for all the students by their teacher(Mentor). Mentoring is a particular form of relationship designed to provide personal and professional support to you. Mentors in DAMITS serve as a thought partner for students on their academic journey and help empower students to become autonomous learners and agents of their own change. They express understanding of students aspirations and fears, and support their success by acting as an advocate for students best interests. Broadly speaking, in Mentorship Programs, the knowledge, power, and influence of the mentor are applied for the personal development of the mentee. Intellectual challenges and personal insights of the mentee are of prime importance in these programs. Mentoring differs from Coaching since it is less formal and more personalized. The relationships fostered in these programs are long-term. Mentorship programs provide lifelong success for students, professionals, and even entrepreneurs. In our college we do a SWOC Analysis for all the mentees to know about the details pertaining to all areas which covers the holistic development in a 360 degree angle. The Mentor is generally more experienced than mentee and makes use of that experience in a facilitative way to support and promote the development of the mentee. The mentoring relationship provides a development opportunity for both Mentor Mentee and can thus be of mutual benefit. In a nutshell, a mentors role may be perceived to be facilitative, supportive and development for you. The DSMP every time tries is best. The objectives of the SMP include: • To help undergraduate fresh students understand the challenges and opportunities present in the Institute and develop a smooth transition to campus life • To counsel academically weak undergraduate first year students and to play an important role in helping troubled students cope with academic, extra-academic and personal issues • To provide positive role models to first year undergraduate students in the institute • To proactively try to identify various issues of concern to the general student populace and to bring them to the notice of the concerned authorities • To provide them one such friend among the seniors, with whom they can freely share their problems, ask any queries which they otherwise feel shy to ask or share. The SMP endeavors to pursue these objectives by carefully identifying those who can act as an anchor and guide for a freshman or an academically weak student to bank upon. Student Mentors are selected to play this role and are given the authority to pursue the mission of this programme.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
189	21	1:9

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
31	21	10	3	1

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	00	Nill	00
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
MCA	DAM/MCA/263	3RD SEM	20/10/2019	10/11/2019
MCA	DAM/MCA/263	1ST SEM	21/12/2019	10/01/2020
MBA	DAM/MBA/263	3RD SEM	02/01/2020	20/02/2020
MBA	DAM/MBA/263	1ST SEM	30/12/2019	20/01/2020
BCA	DAM/BCA/039	1ST SEM	13/01/2020	16/04/2020
BBA	DAM/BBA/039	3RD SEM	28/12/2019	13/03/2019
BBA	DAM/BBA/039	2ND SEM	22/07/2019	25/09/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The IQAC has taken efforts to improve the performance of students by framing significant reforms in Continuous Internal evaluation at the institute level. The reforms are as follows: Orientation on Evaluation Process :- It is given at the beginning of the semester / year through Induction Programme by the Institution. Assessment of performance :- It is an integral part of teaching and learning process. As a part of sound educational strategy , the institution adopts CIE System to assess all aspects of a student's development on a continuous basis throughout the year. Remedial Measures :-These are taken by conducting tutorial classes to clarify doubts and re-explaining the critical topics. Internal Examination :- Internal tests are conducted prior to sessional examinations and results are out within a week of the last paper/subject.

University Question:-Topic wise question banks are provided for all the subjects. Students are encouraged to solve previous years University Exam question papers in a stipulated time frame Result Analysis Review Meetings:- Is done by the faculties related to their respective subjects along with the class mentors after every CIA test. Pass percentage of each course is calculated by dividing the total number of students appeared and passed in each course. The performance of the students is monitored by the Principal and the necessary feedback is given to the concerned faculty members. Progress Parents Meetings :-The Institution is keen on monitoring the performance of the students and reports to the Parents . Parents / Guardians are advised to note the performance of their wards and take remedial measure if needed through PTA i.e Parents Teacher Meeting. Remedial Classes :- The institute conducts, group discussions, seminars and guest lectures. Poor performance due to frequent absenteeism is dealt by calling and sending letters to the parents of such students. External Examination :- This Examination is of three hours duration and is conducted at the end of every year for all the theory papers and practical papers. CBCS system has been introduced by the university in this current year 2018 session so their exams are been conducted in every 6 months. Students should satisfy the eligibility criteria of 75 attendance in each year to appear the University Examination. Recounting/Revaluation: - The students are informed about the University Recounting/Revaluation System Under the Direction of the IQAC, Examination Section and the respective mentors effectively use WhatsApp as a platform for the exam section wherein all the notices related to the examination and academics can be circulated and communicated to all students. This has later evolved with deployment of ERP Solutions to ensure authenticity, timely communication etc. Impact: These reforms have resulted in substantial improvement in student's performance through comprehension of difficult topics, improved time management, enhanced writing skills and individualized attention resulting in refining their affective domains of learning. This has significantly enhanced the pass percentage and academic excellence of students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

IQAC cell in conjunction with the Controller of Examination seeking the acquaintance of the Principal HOD of both the departments prepares the Academic calendar well in advance before the commencement of the Semester/Year. The calendar outlines the semester/Year class work schedule, internal examination schedule and external examination schedule. The faculty members of the concerned department gather the lists of courses for the coming semester/Year. The head of the departments finalizes the course allocation for the faculty members based on their choice and area of interest or expertise. The faculty members prepares the lesson plan well in advance before the commencement of semester/Year, indicating the topics to be covered lecture wise including the evaluation process for each subject and it is duly reviewed by the Principal/HOD. Every faculty member prepares teaching plan for each theory and laboratory courses before the start of the semester. Academic calendar is the back bone of various teaching-learning plans prepared before start of every semester. Timetable in-charge of each department prepares the timetable as per the guidelines from the respective authority. IQAC along with Every department in the institute keeps an eye on the quality of the teaching learning by- daily monitoring of teaching learning activities by the head of the department and course coordinator. Continuous counselling through department meetings, students feedback on teaching- learning activity, brain storming in the meetings for different teaching strategies, In Semester/ Year Examinations having different modules, result analysis, The institute refers the academic calendar to adhere the planned curriculum and other activities

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.damits.ac.in/naac.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
DAM/BBA/039	BBA	ANNUAL	27	16	60
DAM/BCA/039	BCA	ANNUAL	49	40	82
DAM/MBA/263	MBA	SEMESTER	39	33	84.6
DAM/MCA/263	MCA	SEMESTER	15	15	100

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.damits.ac.in/naac.php>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	0	0	0
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
EMPLOYEE PARTICIPATION IN MANAGEMENT	MANAGEMENT	31/08/2019
IOT-ENABLED SMART LIVING	IT	27/09/2019
CAREER COUNSELLING-IIT KANPUR	MANAGEMENT IT	06/11/2019
REVISED ACCREDITATION FRAMEWORK	MANAGEMENT,, IT	30/11/2019
LIBRARY PROGRESSION AND DIGITALIZATION	MANAGEMENT,, IT	09/11/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
IIC	Ms. SEEMA RANI GIRI	MHRD	20/06/2020	LEADERSHIP TALK
IIC	DR. BHABANI SHANKAR DASH	MHRD	20/06/2020	LEADERSHIP TALK
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
DAMITS	MRS.MADHURI RAO	MSME	ENTERPRENE URSHIP AWARENESS CAMP	ACTIVE	28/02/2020
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
MANAGEMENT	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	IT MANAGEMENT	3	00
International	IT MANAGEMENT	7	00
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
IT	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	Nil	0	0	0
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nil	0	0	0
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	29	6	9
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NSS Unit	7	56
Health Camp	YRC unit	8	200
PM Care Fund	NSS Unit	21	0
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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IIC- Enterprenurship Awareness Camp	3 stars	MHRD	25
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
AIDS Day	DAMITS	AIDS Awareness	7	72
Vanmohostav	DAMITS	Swachh Bharat	5	50
Womens Day	YMFI	Gender Awareness	9	60
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student Exchange	64	NA	3
Student Exchange	35	NA	1
Student Exchange	34	NA	1
Faculty Exchange	25	NA	1
Faculty Exchange	48	NA	1
Faculty Exchange	125	NA	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
ACADEMIC	INTERNSHIP	LarsenTourbo	15/07/2019	14/08/2019	01
ACADEMIC	INTERNSHIP	Utkal Metallics	19/06/2019	22/07/2021	02
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Rourkela Law College	05/11/2019	Academic-Faculty ExchangeStudent	45

		Exchange	
LarsenTourbo Ltd.	15/05/2019	Academic-Internship	2
Sarve Narayan Singh Ram Kumar Singh Mahavidyalaya	19/07/2019	Academic	0
KST College	23/07/2019	Academic-Student Exchange	30
A.L.Y. Mahavidyalaya	23/07/2019	Academic	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1000000	774763

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	21.11	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9447	3306450	463	162050	9910	3468500
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	191	5	2	13	4	7	2	100	0
Added	0	0	0	0	0	0	0	0	0
Total	191	5	2	13	4	7	2	100	0

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

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
500000	301129	200000	165500

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Physical facilities: A well dedicated team with leadership of Principal look after facilities/ infrastructure maintenance. The Principal along with IQAC coordinator supervise development, maintenance and utilization of the College physical facilities. This team also has skilled electricians, carpenters and plumbers. In addition strongly supported by housekeeping staff that ensure clean, dust-free and hygienic environment. A 100 bedded girl's hostel and 100 bedded boy's hostel is functional since 2001. **Laboratory:** The office of the IQAC/ Principal decides about purchasing necessary equipments as per recommendations received from the departments of the colleges through purchase committee. Computer Lab facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the computer resources. **Library:** For maintenances of library infra-structure and facilities the library committee and administration have been given the responsibility to purchase, procure books, manuscripts and other

materials, as per the recommendations received from the departments of the colleges. The library committee organizes reading sessions for the students and donate books, Copies, Pen/ Pencils etc. to poor students of other school. The Library Advisory Committee with the IQAC, Principal and librarian as member tackle all issues relating to the smooth and efficient functioning of the library. Sports: The institute organizes various sports and games round the year for the students. Faculty in charge of sports and games looks after it. The institute organize annual sports and various indoor games. A gymnasium is also functional for in-house students. Classroom: The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by a house keeping staffs. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches. The fans and electrical appliances are checked wherever requirements are found. The purchase committee appraise of the requirements. The purchase committee makes the purchases after approval from the Principal. We have projectors in five classrooms and one seminar hall.

<http://www.damits.ac.in/aqar.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	POST METRIC SCHEME	122	5547000
Financial Support from Other Sources			
a) National	00	0	0
b) International	00	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentoring	17/08/2019	189	DAMITS, JAGDA, ROUR KELA
Language Lab	01/08/2019	15	DAMITS, JAGDA, ROURKELA
Remedial Classes (Peer Learning)	02/09/2019	30	DAMITS, JAGDA, ROURKELA

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nill	00	0	0	0	0

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	31

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
RELIANCE JIO, TECH MAHINDRA	44	0	PROEVES, AD DISON, BHARAT pe	3	3
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	6	DAMITS	BBA, BCA	GIET UNIVE RSITY, UNITED SCHOOL OF BUSINESS MAN AGEMENT, CENT URION UNIVERSITY OF TECHNOLOGY AND MANAGEME NT, INSTITUTE OF PUBLIC EN TERPRISE, ROU RKELA LAW COLLEGE	MBA, LLB
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
No file uploaded.	

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

Activity	Level	Number of Participants
SPARSH	INTER-COLLEGE	300
ANNUAL DRAWING COMPETITION	COLLEGE	106

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	00	Nill	0	0	00	NA
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council: At DAMITS, we follow the simple concept of "Class Representatives". The Class Representatives, interact with fellow students to motivate, guide and communicate with them, individually so as to achieve better academic performance, throughout their tenure. The Class Representatives are made to be the first point of contact for student, for raising any area of concern related to studies, teaching style, classroom activities, cultural initiatives and activities, conducted in college. After gathering information's and queries from fellow classmates, the Class Representatives, formally discuss this with concerned faculty for possible solutions and implementation of activities based on students suggestions, if required. Students are also encouraged to participate in various other committees formed in college such as Anti ragging cell, Sexual harassment cell, Redressal committee, etc. We, at DAMITS, value this style of student representation because of four principles that we hope to embark on our students. 1. Inter Discipline: Students come from various backgrounds where they grab hold some forms of skills, that help them grow in life. We value such attributes in students and promote a culture where every student shares their skills and knowledge to others, so that the culture of learning new things, in DAMITS, remains intact. 2. Two-way communication- Students coming from schools and colleges, often carry shyness in their behavior that stops them from communicating with teachers as well as their classmates. A Class representative makes an open environment in class that fosters confidence amongst such confidence and gives them boost, to communicate with clarity. 3. Better Representation- Students often find solace within the surrounding of their fellow classmates rather than communicating to faculties directly. A class representative is the ideal person of a class, who extracts every piece of opinion from fellow classmates in detail and communicates with the concerned faculty, for resolve or improvement. 4. Participation- A class representative is the person who is well-known to everyone in his/her class, so the probability of them motivating the classmates for upcoming events and programs, as compared to teachers, is quite high. We value such bonding and promote such leadership quality in our class representatives. Every student is capable of becoming Class Representative and thus, we give opportunity to everyone to showcase their leadership skills and shine bright with decision-making skills and leadership qualities. As a professional management institute, this the least we do, for our students growth.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.1 The Alumni Association An alumni association is an association of graduates or more broadly, of former students. The institute has an Alumni Association with the office bearers. They cooperate the college administration

in different activities and contribute to academic and infrastructural development of the college. The prominent Alumni members are invited to deliver talks to students on their field of specialization and also narrate their experiences in the college. The alumni members take interest to inspire the students both in competitive and ethical works. They meet twice in a year to discuss the matters regarding discipline and cultural activities of the college. Even sometimes the Alumni members give award to best orator of the year, through song competitions some students are chosen for vocal audition in some private and Govt. organisation. The importance of the alumni network: Creating an engaged, supportive alumni network is crucial to an institution's success. If Communication stops once graduates leave an institution, their understanding of the university will become stale. Instead, they should be kept informed so they can remain engaged and keep abreast on the progress of the Institution. Good Alumni relationships bring many benefits to both the institution and the alumni. The contact would be in regular communication with the parent organization and would be responsible for circulating the details of events and other significant organization news to the alumni via e-mail lists or at meetings. Steps for Alumni Association

Step 1 – Form an Interest Group

- Meet informally with alums to obtain names
- Use the existing alumni organization
- Obtain a geographic listing of members from your headquarters office
- Telephone and personally meet with alums
- Directly ask for their participation in starting the association

Step 2 – 1st Communication

- A letter should be mailed (or a message sent) to all alumni, introducing them to the leader, requesting them to update their contact information, and inquiring if there are any interested volunteers for the committee

Step 3 – Getting Organized

A meeting is convened of interested alumni to agree upon the association's objectives and form a committee. A sample agenda might include:

- Review general concepts and goals of the Alumni Association
- Outline Alumni Association functions
- A. Communication (newsletters, mailings, directories, etc.)
- B. Activities
- C. Fund raising
- D. Assistance in Alumni/Alumnae coordinator programming
- Identify short and long term needs
- Summer Internship/Projects.
- Solicit areas of interest and capabilities
- Placement Support and Relationship Building.

Step 4 – The Follow-Up Meeting or Event

A launch event has been organized with broad appeal to attract as many alumni as possible, preferably when a senior administrator of the organization is available to attend.

Step 5 – Financing an Alumni/Alumnae Association

Generally, finances for an Alumni/Alumnae Association can be provided in three different ways:

- By an annual dues program for Association members
- By contributions received by alums for a specific Association program
- By a combination of the above methods

5.4.2 – No. of enrolled Alumni:

35

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

70000

5.4.4 – Meetings/activities organized by Alumni Association :

Minutes of Alumni Meeting: Date: 10th December 2019 Time: 10a.m. -12p.m. Venue: Technical Session, DAMITS, Jagda Meeting was held on at Technical Session, DAMITS, Jagda, Rourkela at 10a.m. Faculty in charge and Alumni of DAMITS attended the meeting as below: Highlight: The welcome speech for the occasion was given by the Principal Dr. Bhabani Shankar Dash followed by Prof. Swaha Roy, Prof. Hasyamayee Garnayak and many other teachers were also present for the occasion. The enthusiastic ex- students were present for the formation of the Alumni meet. During the meet it was decided form the Alumni Association. Prof. Snigdha Mishra carried out the formalities of election for the formation

of Alumni Association. The Representatives from Ex- students were elected unopposed for the various posts of Executive committee by the ex- students present. "DAMITS Alumni Association" was constituted on 11th September 2019. The elected committee members were felicitated by Principal Dr. Bhabani Shankar Dash and extended best complements for the purpose. OUR MISSION: ? To re-unite in the nest from where we grew and flew off. ? To build a bridge between college life and career life, so as introduce present students to the professional world and to make them proactive to face the challenges that may emerge in their career path. ? To provide job opportunities to fresh bachelors through references of professionals. ? To conduct orientation and training programs to students on various topics to enhance their skills. ? To create awareness among students about the scope of their subject in the professional world. ? To provide a platform for students to develop their qualities. ? To participate in social welfare activities for social accountability. PLAN OF ACTION: ? Conducting periodic meetings of the committee to chalk out plan of action. ? Conducting training sessions on industry practices and professional approach by industry professionals. ? Conducting personality development trainings, interview answering skills and confidence building programs. ? Interacting with unemployed ex- students to find probability of employment with reference of professionals. ? Conducting social welfare activities such as blood donation, health awareness programs, tree plantation, cleanliness drive etc. ? Re-unions of ex- students. ? Felicitation of achievers.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization: Autonomy to the departments: The management has provided all support and operational autonomy to the departments to function for smooth execution of academic decisions. The management is accessible and available to the institute in all hours. The Principal in coordination with Heads of the dept. and coordinators of various committees, plans an effective implementation of policies and decisions. The Heads of departments are given freedom to plan and organize the co-curricular activities at the departmental level. The enrichment calendar activities workshops, seminars for a particular subject is organized with the autonomous planning by the department, to create opportunity for the institute as whole. All departments unanimously contribute in systematic following the academic calendar. All departments take care of own resources used. They report their department wise requirements, achievements to the respective committees and office of the Principal. The two-way operational flow: Academic and administrative leadership lies with the Principal, Vice Principal cum IQAC coordinator, Heads of Departments who collectively shoulder the responsibility. The Principal, IQAC Coordinator and office staff carry the responsibility of day-to-day smooth functioning of the institute. The total planning is done through IQAC in consultation with both teaching and non-teaching staff members. Round the year, a two-way operational-flow happens between governing bodies and working fraternity of both non-teaching and teaching branches through these committees. The reports of the activities are submitted to the Principal. Principal reports the activities to the management from time to time. Major among them are Grievance cell Committee, Library Committee, Training and Placement Cell, Purchase Committee, Discipline Committee, Examination Committee, Alumni Committee etc. for smooth working of the institute. **Participative Management: Two-way communication with all stakeholders:** The institute facilitates two-way communication with all stakeholders. For example encouraging alumni association formation, and maintaining Alumni-relations is a fruitful practice in the institute. It provides ample opportunity in training and placement issues of current

sessions. Feedback, suggestions and aid from the alumni is welcomed and included in resource development. Student related issues are discussed in the Student Council meetings. Student representation is appreciated in various committees, which changes in regular basis. Institute values staff, student, parent satisfaction. In this process the institute provides a safe and healthy academia.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Curriculum Development The institute promoted Curriculum Enrichment Program (CEP) by the participation of invited experts from academia, industries and HR industrial relations. The institute incorporated the suggestions in f making the curriculum, more industry relevant and productive. The institutes made institutional tie-up (3), with different institute for sharing knowledge and resources including floated curriculum. The SWAYAM-NPTEL local chapter is established. Institute takes help of SWAYAM NPTEL online guides, regular activities to develop curriculum to maintain the standard. The faculty have attained seminar on IoT, workshop on Revised Accreditation Famework (RAF).
Teaching and Learning	Teaching and Learning: Faculty of all academic streams, of the institute adapted Multimedia-Demonstration (MD) in teaching process. It includes creation and use of digital content, use of information and communication Technology (ICT) enabled classroom teaching. Implementation of Outcomes Based Education Model (OBE) is monitored, experimental learning activities among student batches to encourage more interactive sessions. In the Experimental-Learning (EL) activities students are assigned present their self and Scaffolding-learning (SL), and prepare for open-end discussion inside classroom with mentors. Supplementary materials are provided to students for better understanding of subjects. Remedial and extra-classroom sessions are provided for relatively slow learning students. The learning outcomes are monitored by the faculty group.

Examination and Evaluation	<p>Examination and Evaluation The Institute follows syllabus, examination guidelines, and schedules by University of Sambalpur, BPUT for all internal and external examinations. The institute carries continuous internal examinations (CIE) in the academic calendar. The stepwise evaluation process starts with orientation of evaluation, assessment of performance. Based on the analysis done on the performance students are provided remedial supplements. The process of evaluation includes project work and technical presentations too.</p>
Research and Development	<p>Research and development Institute create, provide facilities and groom as a part of Innovation Ecosystem. The Institute is an active IIC (Institutions Innovation Council) member of MoE (Ministry of Education). The IIC cell of the institute formed a council, Principal as the president with other members. The institute IIC earned credit points for its performance, on following the session calendar issued by MoE. The IIC cell organized and celebrated National Innovation Day as a calendar activity. The faculty fraternity participate in research oriented National, State level conferences for respective subjects. Research articles are developed by faculties.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Library, ICT and Physical Infrastructure/ Instrumentation The institute keeps upgrading library with Delnet, Koha, the e-resources Sodhsindhu, American Library resources to facilitate the teaching learning process. Classrooms and laboratories are ICT enabled, provided with smart class equipments (KYAN), LAN, projectors, CCTV. There are 5 classrooms with LCD facility. Institute has IQAC cell, conference room, Staffrooms, examination cell room, IIC cell room, Board room, Laboratories, Indoor game room, technical presentation hall etc. Server room, bridges, routers, router switches, modems, well configured computers are are provided in sufficient.</p>
Human Resource Management	<p>Human Resource Management Institute builds a culture of growth and learning and innovation with faculty, staff along with students. To ensure equal</p>

opportunities and representations of women in achieving academic excellence institute encourages participative positions in all recruitments, committees to women. Faculty and student attended Seminars on Employee Participation, Personality Development, Faculty Exchange and Student exchange programs. Institute values satisfaction of all stakeholders. Institute organizes funds, organizes welfare and awareness sharing socio-economic developmental programs. It includes child care, women health and safety issues too. Institute ensures equal opportunity, in terms Gender-Equity, societal diversity.

Industry Interaction / Collaboration

Industry Interaction/ Collaboration Industrial Interaction is a part of the curriculum for students to get real-time experience of industry model. Institute organized seminar, workshop and expert lecture as a part of this programmes. Interaction between industry experts, faculty and students happened during these activities. Institute made several Industrial tie-up (3) signed MoU, Institutional Tie-up(3), to facilitate industry interaction. The institute organizes EAC (Entrepreneurship Awareness Camp) the entrepreneurship sensitization, awareness and motivation (SAM) program in collaboration with MSME, Regional Industries Centre (RIC), Rourkela. The IOP, of the RIC branch introduce the various operating schemes by the government for start-up entrepreneurship. Student get opportunity to learn from the experience of the guest speakers from HEIs (Higher Education Institutes) and industries in these events. The motivation sessions are executed in presence of faculty, students and staffs of the institution.

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

E-governance area	Details
Finance and Accounts	a) Finance and Accounts The finance and accounts maintains the inventory management, fixed assets details, Liabilities provision details, maintains trading and profit loss accounts. The yearly reports on expenditure are made on ERP package.

Student Admission and Support	b) Student Admission and Support Student registration form filling with student profile with all demographic details, academic records are registered in the automation software used by the office.
Examination	c) Examination The institute carries online examination as instructed by Sambalpur University, and BPUT. The institute is in gradual efforts to include other functional areas under e-governance.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Prof. Smruti Jhara Mohanty	Impact of internet of things on Society	Annamacharya Institute of Technology and sciences	500
2020	Dr Bhabani Shankar Dash	Principle of Management	Panimalar Institute of Technology	500
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Employee Participation Management	Nill	31/08/2019	31/08/2019	19	Nill
2019	IOT	Nill	27/09/2019	27/09/2019	17	Nill
2019	Career C ounselling	Nill	06/11/2019	06/11/2019	16	Nill
2019	Library Progressio n Digitali zation	Library Progressio n Digitali zation	09/11/2019	09/11/2019	13	12
2019	Revised accredatio n	Nill	30/11/2019	30/11/2019	18	Nill

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Impact of internet of things on society	1	25/05/2020	29/05/2020	5
Principles of Management	1	18/05/2020	22/05/2020	5
Outcome based education software	1	28/05/2020	28/05/2021	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	3	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident Fund, ESI , Personal Accidental Insurance	Provident Fund, ESI , Personal Accidental Insurance	Cash Free medical services

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit Accounts Department makes a budgetary provision on various heads before commencement of every financial year. Budgetary provision is prepared under the supervision of the accounts head. The conducts audit once a year and submit a detailed audit report to the institute. On receipt of the audited report necessary steps are taken by the accounts dept. To ensure compliance of any discrepancy that may arise during the audit. The compliance is supervised by the accounts head and reports submitted to GB Principal. Same is discussed and vetted by the principal and a/c head prior to submission of the same to GB for approval. The GB finalizes budgeting provision. For event organization issue as an advance amount to the concerned employee, and on completion of this activity take account within fifteen days. External audit The external audit takes place after financial year. As decided by GB, the institution conducts external audit by designated CA firm. The external auditors also submit the audit report to the Management and Associates Chartered Accountants, External auditor doing external audit of the institute. The institute evaluates both audit reports and seeks compliance reports if any, from the accounts section.

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

Name of the non government	Funds/ Grnats received in Rs.	Purpose
----------------------------	-------------------------------	---------

funding agencies /individuals		
Nill	0	0
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	IQAC
Administrative	Yes	Jain Seth Co.	Yes	IQAC

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

1. Regular parent -teacher meet to discuss about the educational progress of the students 2. Suggestions regarding academic and administrative reforms are heartily welcomed and implemented. 3. Parents are always extent their supportive hands.
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6.5.3 – Development programmes for support staff (at least three)

1. Encourages them to participate in various training programmes, workshops and orientation conducted by Government and others. 2. Research orientated publication and seminar. 3. Orientation Programme at the beginning of every academic year.

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

1. To automate various Office Administration Processes. 2. To encourage and facilitate Research Culture, to promote Research by students and Faculty . 3. To enter into MOU's with Corporates and Industry Associations to promote Academia - Industry Linkages, to enable placements, internship, training, etc. for the students.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	BANO MOHASTAV	03/08/2019	03/08/2019	03/08/2019	50
2019	SWACHH BHARAT	25/08/2019	25/08/2019	25/08/2019	63
2019	SEMINAR ON EMPLOYEE PARTICIPATION	31/08/2019	31/08/2019	31/08/2019	38
2019	SEMINAR ON	27/09/2019	27/09/2019	27/09/2019	36

	IOT				
2019	CERTIFICATE COURSE ON HARDWARE AND NETWORKING	19/10/2019	19/10/2019	18/01/2020	29
2019	WORKSHOP ON LIBRARY PROGRESSION	09/11/2019	09/11/2019	09/11/2019	32
2019	PERSONALITY DEVELOPMENT	06/11/2019	06/11/2019	06/11/2019	203
2019	DRAWING COMPETITION	10/11/2019	10/11/2019	10/11/2019	106
2019	WORKSHOP ON REVISED A CCREDITATION FRAMEWORK	01/12/2019	01/12/2019	01/12/2019	45
2019	SELF DEFENCE	20/12/2019	20/12/2019	21/12/2019	57
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
SELF DEFENCE FOR GIRLS	20/12/2019	20/12/2019	34	0
SELF DEFENCE FOR GIRLS & BOYS	21/12/2019	21/12/2019	34	23

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
5KW

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

		community					
2019	1	Nill	12/01/2019	730	Agreement Between Social Welfare and Educational Trust (CWS) Hospital for rendering services for treatment of students, employees, and their dependents.	Cashless Emergency medical services	431
2019	Nill	1	10/11/2019	1	Drawing Competition for Children	NA	106
2019	Nill	1	23/07/2019	1	Jal Shakti Abhiyaan	To address the water crises in the society and awareness about level of groundwater depletion	55
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
CODE OF CONDUCT FOR TEACHERS	01/06/2018	The code of conduct comprises of various attributes and qualities such as discipline, care, responsibility, respect and honesty towards the students. This also ensures element of distinct and detailed guidance which the teachers demonstrate towards the students. Teachers are expected to do their duty with honesty and integrity.

		Teachers should adhere to the rules and regulation of the institution and keep their personal and professional life separate. There should be a formative evaluation of teachers which would be based on their performances so as to improve on the areas where they are lacking. This ensures continuity on their development.
CODE OF CONDUCT FOR STUDENTS	01/06/2018	The student code of conduct encompasses the rules and regulation which they need to abide. Students must adhere to the guidelines which are provided to them by the institute. The Students are expected to follow ethical behaviour in the institute which will also help them to shape their behaviour with their fellow batch mates and their teachers. The students play an important role in shaping our society as well. They are expected to behave in dignified manner in the college campus as well as outside the college campus. The students are expected to participate in co-curricular activities and social activities.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
PERSONALITY DEVELOPMENT AND CAREER COUNCELLING	06/11/2019	06/11/2019	203
YOGA SESSIONS	18/11/2019	21/12/2019	55
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The initiative taken by the institution to make the campus eco-friendly are as follows: 1. SANITARY DISPENSER • The sanitary dispenser was installed in the institution to make it easier for female students to cast away used napkins and keeping the campus clean. • The main purpose is to stimulate the hygienic menstrual practices which plays an important role in female health. • We can

dispense 8 pads at a time through this machine. 2. LED BULB INSTALLATION • We at DAMITS, are using LED Bulbs to consume less electricity resources. • LED bulbs are much cooler than the incandescent lights, reducing the risk of heat combustion. • These bulbs are eco-friendly as they consume less electricity and are much more lasting than the traditional bulbs. • The intensity of light provided by these gives a friendly environment for the students to learn and be more productivity.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the practice: Distribution of saplings to different organization through NSS (National Service Scheme) Objectives of the practice: Looking at the current scenario, the need for increasing natural vegetation has increased tremendously. We as an active citizen of society as well as an organization wants to aware the students as well as society about the importance of planting trees and helping them to realize the same. So, the objectives of the practices are: • To create an awareness among the citizens about afforestation and climate change. • To create an ecological as well as environmental balance. • To maintain the oxygen level in the atmosphere by contributing towards increment of carbon sink. The Context: Tress play an essential part of every community and one must make huge efforts to maintain it that way. Climate change, which is huge factor also rely on the plants. They moderate the effects of rain, sun, and wind in order to keep the climate in control. The most important function is to keep the greenhouse gases at bay so that the temperature rise can be controlled. The Practice: The students today are technology oriented and they usually look for business start-ups which might involve deforestations. So, through this initiative we focus on educating the students to be friendly towards the environment and to take up businesses which might also include organic farming. Through this program the students get an opportunity to plant the saplings provided by the college in their locality as well as their nearby premises. As a result, the students take an interest towards this initiative to join the fight against deforestation. Problems encountered: It is very important to coordinate the places where the saplings are to be planted and supervised later. Our coordinator ensures all round support of faculties and students as well as the members of the venues where saplings are to be planted. Title of the Practice: Installation of comprehensive "Solar Power System". Objectives of the Practice: • To promote ecologically sustainable growth addressing India's energy security challenge. • To reduce the consumption of traditional power usage. • To install and use solar panels for generating alternate energy from form of electrical energy. • To have an in-house energy supply strategy. • To efficiently optimize the use of power and thereby reduce the cost-incurred. The Context: Odisha is state where sunshine is available in great intensity for longer hours. Solar energy can therefore be generated easily in DAMITS as compared to other renewable energy sources. Solar energy facilitates decentralized energy distribution as well, and therefore we wanted to explore. The Practice: The first step was to plan out how many solar panels and how much power was to be generated alternatively. The building layout and possible locations of the roof top of the institute were surveyed by the management, where the panels could be installed. A 5KW Capacity Solar Power Plant was planned, proposed after carrying out proper due diligence. Multiple vendors were consulted to propose solutions about the layout and designs in order to ensure efficient and best fit solution. After thorough consultations and suggestions, a layout plan was finalized which appeared to match our requirements. The requirements, budgets, and layout was discussed in IQAC meeting and was further approved by the governing body. The solar panels were installed as per the approved plan and further units were tested before commissioning. The distribution of solar

energy was facilitated to Director's Office, Principal's Office, Accounts Section, and Faculty Rooms and in Technical Session Rooms as well. Evidence Of Success: The initiative and investment made was the success story as we started witnessing reduction in our energy bills as well as reduction on use and dependency on diesel generators. As per calculation the investment made on this project will not break even in little less than 5 years from the date of installation. Problems encountered and resources required: • During the installation process there were initial challenges with design of deployment of the solar units. • The power generated by the solar panels was impacted by changes in climatic conditions. • On the days with little and heavy showers the power generated by solar panel was often inadequate. • The solar panels need to be monitored regularly and often human monitoring is essential. • Camera surveillance was needed in order to avoid theft and for monitoring purposes.

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

<http://www.damits.ac.in/agar.php>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

After the adoption of the school, there have been a lot of activities which have been carried out in the school by our students and teachers. Every four months the school is visited by our teachers for the distribution of stationary accessories and study materials such as notebooks, pen, pencils, drawing notebooks color set etc and also on different observational days and occasions. They spent time with the children and share different things including motivational story telling. Not only classroom teaching, but the premises of the school should also compliment to the studies of the students. Therefore there have been plantation activities as well inside the campus of the school. We at DAMITS have adopted " Birsa Munda Vidyalaya" , Gopaltoli with the ethics that students will learn beyond the class room so as to follow new trends in learning process.. We can make our students aware about their social responsibility along with their study. There are four things which are given priority in the above subject namely: • Teaching • Plantation • Distribution of Study Materials • Cleanliness Rightly said by beloved Mother Teresa "It is not how much we give, but how much love we put into giving ". We at DAMITS have been trying to follow her words by giving what we are capable of towards the society. This induces a sense of distinctiveness into the mind of our students and staff members which will further change the world when put into practice as a whole.

Provide the weblink of the institution

<http://www.damits.ac.in/agar.php>

8.Future Plans of Actions for Next Academic Year

The College IQAC has identified the broad objectives which the College should strive to achieve during this period, which are enumerated as under - a. To create an enabling environment for holistic development of Students, Faculty and Support Staff. b. To facilitate continuous upgradation and updation of Knowledge use of Technology by Faculty and Students. c. To create awareness and initiate measures for Protecting and Promoting Environment. d. To encourage and facilitate Research Culture, to promote Research by students and Faculty . e. To provide resources required for Use of Technology to provide online course contents, video lectures. f. To automate various Office Administration Processes. g. To make available all Information online on the College web-site relating to Admission, Examinations, Courses, Rules, Committees, Attendance, Activities, Programmes,

Seminars, Workshops, Extension Activities, Others. h. Use of Short Messaging Service (SMS), Apps developed and designed for communication with Students, to be extended to students of all courses. i. To provide for a doctor on campus for the welfare of staff. j. To support various Staff Benefit and Welfare measures. k. To facilitate Faculty Exchange Student Exchange Programmes with Other Academic Institutions . l. To facilitate Collaboration with Libraries of Professional Institutions and other Libraries of eminence m. To enter into MOU's with Corporates and Industry Associations to promote Academia - Industry Linkages, to enable placements, internship, training, etc. for the students. n. To foster and strengthen relationship of Alumni with the Institution. o. To facilitate a Research Environment in the College, which encourages Faculty and Students to undertake Research. p. To encourage faculty to organise Faculty Improvement Programmes, National and International Conferences. q. To encourage Faculty to participate in Syllabus Framing (at Board of Studies), Setting Question Papers (at University Examinations). r. To continue to provide formal education to needy and deserving students, by providing - fee concessions, fee waiver, book bank facility, etc. s. To organize programmes (informal education) on topics of general interest for the benefit of students and society / community t. To continue to organize Extension Activities for the benefit of the Society and to create awareness on various social issues u. To give additional thrust to Campus Placements Initiatives v. To Introduce Job-oriented and Skill based courses w. To give thrust to and create awareness about Cleanliness