SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

BIJU PATNAIK INSTITUTE OF INFORMATION TECHNOLOGY AND MANAGEMENT STUDIES

PLOT NO. F/4,CHANDAKA INDUSTRIAL ESTATE, NEAR INFOCITY, PATIA
751024
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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

"*Education is the kindling of a flame, not the filling of a vessel*".

Socrates, Greek Philosopher, 399 BCE.

Biju Patnaik Institute of Information Technology and Management (BIITM) has espoused the spirit of Socrates expressed in the Greek Philosopher's central tenet on education quoted above, and has been conscientiously focusing on enabling learning as opposed to simply delivering knowledge.

BIITM is located in the city of Bhubaneswar which is the pivot of the glorious golden triangle of Odisha comprising Puri, Konark and Bhubaneswar.

Located near the Infocity area which is the education and IT hub of the capital city, BIITM has the proud distinction of adding to the allure of the epithet 'education hub'.

The institution was established in 1999 by Late Shri Kalapatru Das, a visionary who envisioned the emergence of the city as an education hub and created the institution to provide management education to the students of Odisha and neighboring states at an affordable cost and to become an institution of excellence in the field of management science.

BIITM conducts 2-year full-time MBA Programme and 5-year Integrated MBA Programme. Both the programmes are approved by AICTE and are affiliated to Biju Patnaik University of Technology, Odisha.

Over the years the B School has witnessed an upsurge in students' admissions. The vast majority of the students are attracted to BIITM due to the underlying noble consideration of securing a good education at an affordable cost while also availing sterling placement opportunities in reputed corporates. Since its very inception more than 20+ years back, BIITM has striven to imbibe the values of quality education which suits the budgets of the majority of people of Odisha while also leaving no stone unturned in providing lucrative employment opportunities to the students, thereby fulfilling their aspirations and their parents' dreams.

In the past 5 years, 2 students of BIITM, Ms. Subhshree Pradhan and Ms. Nikita Agarwal had the honour of receiving the coveted University Gold Medal from BPUT, Odisha in 2016 and 2019 respectively. The institute has also got ISO 9001:2015 certification for "Providing Holistic Education In The Areas of Management"

Vision

To achieve excellence and reputation as a nationally acclaimed business school for developing managers and leaders who will shape the world in future.

The aforementioned Vision statement was developed in a brainstorming session with all faculty and Principal of BIITM to provide prominence to the Vision of Late Shri Kalapatru Das while considering the dynamic

changes in the management space with BIITM standing tall in the educational community of Odisha.

Late Shri Kalapatru Das was a state legislator from the Dharmasala constituency in the Jajpur district of Odisha, who had the distinction of being elected 5 times consecutively (Minister & MP in the Rajya Sabha).

BIITM was established by Late Shri Kalapatru Das in 1999 to provide the youth of Odisha an opportunity to pursue quality education at an affordable cost. Odisha has had the distinction of emerging as an educational hub due to the efforts of like-minded entrepreneurs in the ilk of Late Kalapatru Das.

Over the years the management space in the state of Odisha has witnessed the emergence of many good B Schools which after a few years of sustained growth have invariably and astronomically increased the cost of management education. This is a point of distinction BIITM has over the other B Schools' of repute in the state. Despite providing high-quality pedagogy and equally good placements to its students, BIITM has unswervingly stuck its basic premise of proving management education, at a reasonable cost.

The prospects of BIITM surged upwards when Shri Kalapatru Das's son, Shri Pratap Balabantaray was appointed as the Executive Director in 2005. Shri Balabantaray instituted many reforms and refinements in the B School related to improved infrastructure, effective pedagogical practices, placement activities, the technology orientation of the management students, etc. to make BIITM a happening B School.

Mission

- To provide excellent academic ambience with adequate exposure to the business world in order to create innovative leaders and enterprisers with strong ethical values.
- To consistently endeavour to achieve 360-degree transformations in the students' talents, attitude, and personality.
- Encouraging and supporting entrepreneurship by providing an inspiring and supportive ecosystem.
- Incubating the professional values of ever-changing work culture, integrity, team spirit, commitment, and concern for sustainability in all aspects of the society and economy.

BIITM has unswervingly focussed on its mission from the very beginning. Affordable education was a keystone of its mission while also providing high octane academic inputs which would enable the students to bring to the corporate world the cutting-edge learning and foster a culture of teamwork and values which would herald a new dawn in the organizational ethos of corporate India.

By uninhibitedly focussing on developing an entrepreneurial culture among its students' BIITM has striven to let loose the spirit of adventure and experimentation within its student community by ushering in innovative ideas and practices which have resulted in some students setting up new ventures and thereby becoming job creators in the market.

The upward trajectory of the B School can be ascertained from the fact that from a modest 60 seats approved in 2003, today 240 seats have been allotted to the B School and more importantly, all the seats are filled up every year.

Quality Policy

BIITM abides by the following Quality Policy: "**To aid the students in achieving educational and**

professional excellence by providing timely delivery of academic & corporate inputs in an innovative manner by continually improving and upgrading institutional resources with true team management".

In 2019 BIITM established IQAC cell and since then it is continuously working towards assuring quality initiatives and work towards fulfilment of quality policy of the institute. Under the IQAC cell of BIITM many important decisions related to improvement of academics, faculty development and management of academics during pandemic have been taken in the past. It has played a vital role in the smooth functioning of the institute during pandemic times.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The B School has many award and accolade in its account. It is an ISO 9001:2015 institute. Students are excelling in results and obtaining gold medal at university level. BIITM has earned good reputation in State as one of the leading management institute due to its value-based teaching learning process.
2. BIITM is a ragging free institute which is safe for students and provides a beautiful green campus.
3. The Institute has experienced, dedicated and highly rich qualified faculty members. It also has a team of honest and industrious support staff.
4. The B School programmes are fairly affordable and provide an excellent return on investment (approx. 2 years) with good placement and median remuneration packages for students.
5. The B School fosters an open learning environment which facilitates,

exceptional student-faculty engagement and personalized counseling and mentoring.

1. A vibrant and competent placement cell which ensures wide visibility of the B School students' innate capabilities through internships, live projects, corporate interaction and short-term industry engagements through specific projects. The institute provides excellent campus placement by ensuring effective training through various clubs and committees.
2. The process of continuous improvement of the students (plan, do, check and act) for a holistic development of personality is supported by the institution.
3. Under the Enlighted and visionary leadership of BIITM, Institute plans to grow leaps and bounds in future.
4. The institute shifted to digital pedagogy as a measure to tackle COVID 19 pandemic and also to match with digital revolution.
5. Leadership qualities of the students are honed through their participation in wide ranging activities.

Institutional Weakness

1. The B School has not been able to procure external funding for research and consultancy.
2. The B School is at a nascent stage of fostering a healthy research ambience and needs augmentation.
3. Collaboration with industry associations is limited.
4. The focus on workshops and management development program needs further enhancement.
5. Inadequate social media interface and public relation reach.

Institutional Opportunity

- Increasing accessibility to online courses (NPTEL) for students as well as offering add-on courses to students to make them compete nationally and internationally.
- The B School has identified new benchmarks and assessment measures for continuous improvement, in various functional areas.
- Increasing possibilities to foster partnership initiatives in several areas, such as research and consultancy, incubation center etc.
- Enhanced opportunity for Industry – Institute interaction, for students and faculties.
- Locational advantage being in Educational Hub and in heart of the capital city of the state.

Institutional Challenge

- Aggressive competition because of rising number of private universities and institute in the city which forces the B-School to give attractive offers.
- Acquiring research / consultancy projects from UGC/Industries is a challenge for a standalone institute like us.
- Dependency on industrial cities and metros for placement.
- Most of the students are from rural Odisha and lack in of skill and communication makes our job tougher.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

BIITM follows the curriculum developed by the university (BPUT) as it is a private affiliated institution.

- The curriculum upgradation: is an exercise which is undertaken by the university every 3 years in order to reflect profound changes taking place in the management space. Initiatives like Digital India, startup ecosystems, Atmanirbhar Bharat or Make-in-India initiatives have raised entrepreneurial ambitions of the students instead of just providing employment opportunities, and these are driving changes in the curriculum development. The B School after exhaustive discussion among its faculty fraternity provides feedback to the university on adding new courses and removing outdated ones, thereby making the curriculum a reflection of the local, national and international trends.
- Curriculum Enrichment: BIITM follows a curriculum consisting of mandatory core courses in the 1st year (for MBA students) and offering elective courses for students in the 2nd year. Students specialize in dual specialization areas as per their choice. The institute continually assesses the need of new and important areas after taking feedback from the various stakeholders like students, industry professionals, entrepreneurs. The institute also provides Add-On courses to the students'. The courses additionally focus on cross cutting issues like ethics, gender and human values on the basis of informal feedback from students, industry and parents.
- Summer Internship and live projects: The B School has made it mandatory for all management students to undertake summer internship projects (SIP) after the end of the 1st year. Internships provide a mirror to the students by exposing them to practical aspects of organizational dynamics.

Experiential learning: Another focus area of BIITM is the provision of experiential learning for all the students.

This is being done by Mandatorily sending students for Summer Internship Projects (SIP), Field visits, Industrial visits as part of their learning of different subjects. Also a lot of emphasis is given to class presentations by students, adopting case-based teaching methods, showing management based documentaries to students' and encouraging students to write research papers for enriching the overall learning experience.

Teaching-learning and Evaluation

Students from different parts of Odisha and the neighboring states having diverse backgrounds join BIITM. In order to bring all the students to a single platform, the B-School conducts a 5-day Induction Programme, so that students develop familiarity with the new environment and move towards a wholesome academic growth.

BIITM gives a lot of emphasis on the delivery of courses as per the curriculum delivery policy with the objective to broaden the students' perspective and understanding of the marketplace.

- To cater to student diversity in intellectual caliber: college identifies both advanced learners and slow learners in the process. This enables the faculty to take additional steps to bring the slow learners on par with their peers by mentoring them while designing challenge for them by providing advanced study materials and activities.
- The teaching-learning process is two-fold: Classroom lectures using ICT -enabled tools are designed to discuss concepts, theories and issues, and to use innovative teaching methodologies like case studies, role play and web assignment with honing the ultimate goal of sharpening the cognitive and analytical abilities of the students.
- Student centric teaching and experiential learning: Participative learning and Problem-solving techniques form the main focus of classroom teaching. The learning process is enhanced beyond the classrooms via seminars and corporate talks by senior management personnel from industry, mandatory internships in a corporate of choice for 6-8 weeks and short-term live projects with local MSMEs.
- Standard operating procedure: BIITM has developed a standard operating procedure for academic delivery wherein lesson plans, study materials, library books and e-content are provided before the start of every semester.
- Student performance and feedback: BIITM through its consistent efforts to improve the academic inputs has produced two gold medalists in the last five years. Also BIITM gives a lot of importance to students feedback on the teaching learning process for continuous improvement in teaching techniques.
- Well qualified and experienced faculty is one of the core strengths of BIITM.

Research, Innovations and Extension

BIITM lays a great deal of emphasis on its faculty to publish research articles in national and international journals of repute.

- Emphasis on Research: Each faculty is required to publish at least one research article annually. During the previous five years, the faculty have published quality research papers in journals of national and international repute and have also published books, and contributed chapters in books. The B School invites resource persons who have a rich research background to provide inputs to the faculty to carry out research in areas of their interest. ProQuest and J Gate are the online resources available to the faculty and students to carry out research work.
- Case Write-ups and workshops: These are undertaken by faculty for improving their class room

performance. Case writing workshops are also conducted for faculty members. Unique exercise is conducted by the B School to guide all faculties to write case studies from their experience in industry and academia.

- Innovation and Entrepreneurship Cell: BIITM has a fully operational Entrepreneurship Cell which was funded by AICTE in the past. Some of our alumni have set up their own entrepreneurial ventures which are flourishing. One of our students is engaged in a tech start-up venture in the area of gaming, which has been well received.
- Extension activity: The B School conducts extension activities in its neighbourhood by involving students and faculty in inspiring people working in its vicinity. BIITM has formed a social committee for the same which includes both students and faculties which organizes outreach program time to time basis. BIITM institute and students also engage with outside agencies and NGO to carry out extension activities.
- Collaboration with other organizations: BIITM has done collaborations with various organization for providing internship and engaging students in live projects. The B School is keen to venture into the area of providing consultancy services to industry including MSMEs. In this regard it is in the process of inking MOUs with various associations to justifiably exploit and enrich its faculty resources to venture into this space proactively.

Infrastructure and Learning Resources

BIITM’s genesis took place 21 years back when its visionary founder Shri Kalapatru Das established the B School on government leased land measuring 1.1 acres in the Infocity area which has transformed the landscape of the city by becoming its education hub.

- Infrastructural Resources**:** The institution over the years has upgraded its infrastructure by investing in modern classrooms and conference halls which are ICT enabled while also building a lush green campus spreading over 1.1 acres of land with a sprawling lawn to enable the students to hold discussions in the common areas. The B School has a cafeteria which fulfils the nutrition needs of the students.
- Sports facility: The B School also provides a window of opportunity to students to engage in sports activities. It regularly holds badminton competitions within the campus and hires the East Coast Railway (ECOR) stadium for cricket tournaments and for athletic events among its students. The annual day of the B School is an important event and it has been celebrated in the ECOR auditorium for the past couple of years.
- IT infrastructure of the institute houses more than 100 desktops to enable students to do their projects and assignments. Individual desktops are provided to the faculty members. All the computers are connected via high-speed LAN. All classrooms are well equipped with projectors and audio systems.
- The Library is partially automated. The circulation of books started in the year 2016, using e-Granthalaya Library Management Software. As the students’ strength in the B-School increased, there was a need to install a more enumerative and user-friendly ILMS. The library has migrated to KOHA ILMS; the automation with this software is functioning smoothly.

Fire safety norms are diligently followed. The B School also has developed and implemented standard operating procedures for overall maintenance. To run research activities besides co-curricular and extra curricular activities, BIITM has adequate infrastructural facilities.

Student Support and Progression

BIITM has always laid emphasis on the following to ensure support to progression, of the students.

- Student Scholarships: BIITM provides scholarships to deserving students, and it also goes the extra mile to recommend the names of promising students for government scholarships.
- Soft Skill Development: A great deal of emphasis is put in inculcating soft skills among the students like improved communication in English, writing proper emails, etc.
- Add- On Courses: Students are provided with Add-On courses specially designed and offered by the institute to equip them with latest skills and knowledge as per industry requirement.
- Life skills: Life skills of students are being taken care of by organising events like International Yoga Day and sports events like Badminton tournaments and Cricket tournaments.

Redressal Of Student's Grievances

- Mentoring: All the students are put in the care of the faculty mentors who are their first point of contact with regard to redressing any grievance within the academic space or outside.
- Zero Tolerance: BIITM has a Zero Tolerance policy towards the twin evil of sexual harassment and ragging in the education space. The B-School has put in place a committee comprising the top management, faculty members and student representatives who are responsible for the onerous task of ensuring an ambient learning experience.

Students Progression In The Management Space

It has been observed over the past few years that the majority of the students who join BIITM look for employment opportunities in the corporate sector. To that end, the institute has strengthened its placement department which is instrumental in bringing companies to the campus for placement and organising placement activities for the students.

- The institute also focuses on engaging with alumni on a regular basis for taking feedback on various aspects of training and placement.
- BIITM also keeps an open-door policy for its alumni who want to seek support from faculties for higher studies like Ph.D, or for preparing exams like UGC-NET, or for setting up of startups.

Governance, Leadership and Management

BIITM's vision is "To achieve excellence and reputation as a nationally acclaimed business school for developing managers and leaders who will shape the world in future".

Goal setting and planning the annual strategy are developed by the Governing Body of the Institution consisting of the Advisor, Principal, and Dean as members. The implementation of these goals and plans are closely monitored through periodic assessments.

The perspective plans are developed every semester in close cooperation with the faculty and the administrative staff.and challenges, when they arise.

- Participatory Management

Some of the committees on which different faculty members participate are given below:

- Academic Committee
- Internal Quality Assurance Cell
- Activity Committee
- Admission Committee
- Discipline Committee
- Placement Committee
- Examination Committee
- Anti-Ragging Committee
- Sexual Harassment Committee
- SC/ST Committee
- Library Committee

It is the duty of each and every faculty member to enrich the students' knowledge and personality.

- Welfare measures for teaching and non-teaching staff: The institute has put in place effective welfare measures for the teaching and the non-teaching staff members such as basic hygiene amenities, dedicated cabins for faculty members, uniform for staff members, picnics and sports activities, etc. The institute also organizes training workshops and programs for the faculty and the staff on a regular interval.
- Faculty development programmes: The faculty members are encouraged to attend FDP's organised by various Govt.- recognised bodies and the institutes of prestige. Many faculties attend FDP and upgrade themselves with latest skills and knowledge.
- Strategic Decision making

IQAC established in the B School provides strategic inputs on quality improvement aspects for the B School's dynamic functioning including academic empowerment, financial resource management and strategy development. The IQAC cell has successfully implemented the smooth transition from offline to online classes and also the conduct of summer internship for students during the pandemic.

All quality decisions taken by IQAC are Implemented and vetted by the Academic Council in due course of time. BIITM ensures that knowledge revolution takes place in the spirit of democratic principles.

BIITM takes pride in stating that its faculty and staff remain fully prepared to overcome obstacles.

Institutional Values and Best Practices

BIITM has unswervingly focussed on kindling the flame among its students to use knowledge not simply as a repository of information but as a platform for application of mind in the field of management science.

The B School has inculcated some best practices for the wholesome 3600 development of its students

- Twin Best Practices of the B School

- Outcome Based Quality Academic Inputs
- Placement Initiatives

The institute has invested time, energy and resources to hone and sharpen its focus on Outcome Based Quality Academic Inputs over the years, given the rise of the city as an education hub and the emergence of several quality management schools in its vicinity.

The B School has over the years earned a sterling reputation of providing placements for its management students in corporates of repute across the whole country. In the background, the placement cell studiously prepares its students on aptitude mapping, soft skills enrichment, conducting mock GDs and PIs, domain specific training, and company specific training.

- Energy conservation and waste management system: In the area of Waste Management, BIITM uses the globally accepted benchmark of Reduce, Recycle, and Reuse process. BIITM also follows a policy for Solid Waste Management, Liquid waste management, Rain Water Draining system and Rain and E-Waste Disposal. The campus is a tobacco-free campus, and students are sensitized about the ill effects of using tobacco and alcohol.
- Promoting gender equality, inclusive environment and awareness towards constitutional obligations- BIITM faculty members have been trained on values and ethics, and they in turn train students on ethical practices which are reflected in their research publications, governance, and other activities. Integrity, transparency and accountability are our core ideals which are implemented in various ways. UGC guidelines also lay emphasis on inculcating values and ethical practices in academic institutions. For inclusivity, a lot of cultural programs and outreach programs are conducted to create a sense of social responsibility among students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	BIJU PATNAIK INSTITUTE OF INFORMATION TECHNOLOGY AND MANAGEMENT STUDIES
Address	Plot No. F/4,CHANDAKA INDUSTRIAL ESTATE, NEAR INFOCITY, PATIA
City	Bhubaneswar
State	Orissa
Pin	751024
Website	www.biitm.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Pratap Kumar Tripathy	0674-7438000111	9937278000	-	principal@biitm.ac.in
Professor	Mihir Ranjan Nayak	0674-7438000222	9938380111	-	dean@biitm.ac.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	17-02-1999

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Orissa	Biju Patnaik University of Technology	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
AICTE	View Document	03-07-2021	12	

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Plot No. F/4,CHANDAKA INDUSTRIAL ESTATE, NEAR INFOCITY, PATIA	Urban	1.1	3275

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
PG	Integrated(PG),Management	60	Intermediate	English	60	40
PG	MBA,Management	24	Graduation	English	240	240

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				5				6				27
Recruited	5	0	0	5	4	2	0	6	19	8	0	27
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				29
Recruited	23	6	0	29
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	2	1	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	4	0	0	1	2	0	3	3	0	13
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	1	0	0	3	0	0	16	5	0	25

Temporary Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	159	2	0	0	161
	Female	118	1	0	0	119
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	8	5	4	5
	Female	3	3	5	4
	Others	0	0	0	0
ST	Male	2	4	2	4
	Female	4	5	2	2
	Others	0	0	0	0
OBC	Male	20	14	17	6
	Female	4	8	2	4
	Others	0	0	0	0
General	Male	131	96	100	104
	Female	108	82	85	82
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		280	217	217	211

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
112	96	69	59	049

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	3	2	2

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
563	529	494	379	350

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
75	60	60	60	60

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
163	177	148	167	167

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
38	31	30	27	31

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
38	31	30	27	31

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 14

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
182.59	238.52	218.64	218.74	200.16

4.3

Number of Computers

Response: 196

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

BIITM follows the curriculum prescribed by the affiliating University, which remains valid for three years. Detailed discussion is made in Internal Academic meetings, and subjects for a particular semester are allotted to different teachers. Subsequently, individual teachers submit lesson plans and teaching materials (both hard and soft copies) to the office of Principal before taking classes.

Various course delivery methods adopted are:

- **Lectures:** Lecture classes are taken where various principles and practices are explained to students in a discussion mode. They provide a two way communication where fundamental aspects are developed. Lectures are supported with contemporary examples and case discussions. Students, in small groups, are asked to present the case study in a structured way under the guidance of the subject teacher.

- **Use of ICT:** ICT tools and platforms are used by teachers for delivery of curriculum, conducting examinations, assignments, case study presentations and evaluation in online mode during Covid Pandemic. The ICT skill and knowledge base of students increased to a considerable degree with the help of 21st century pedagogy and integration of ICT.

- **Tutorial/ Improvement classes**: These classes are conducted as a remedial measure for slow learners in specific subjects whenever required. Need for such classes are identified through a process of reviewing the student feedback as well as the feedback received from faculties assigned for the purpose. Further, fast learners of the class are encouraged to help slow learners through the peer learning process.

- **Creative activity:** Various activities are conducted by Students' clubs where they demonstrate different models and simulations based on the theories and principles they have learnt in classes.

- **Ensuring Quality in Curriculum Delivery:** The quality of class room teaching is enhancing every year as teachers are continuously working on pedagogical methods, implementation of Bloom's taxonomy and student centric outcome based education. Capacity building of teachers is made through FDPs, book reviews and case analysis workshops. Apart from lecture classes, provision of classes is made for discussion of salient questions from the Question Banks of various subjects before the University examination.

- **Feedback mechanism:** Student feedback on curriculum delivery is taken for all subjects and analyzed, and corrective measures are taken. In a few cases, Senior Professors observe and review the classes and submit reports on deficiencies as well as on best practices.

- **Outcome Assessment:** Students' performance is assessed through concurrent evaluation through internal tests, quizzes, surprise tests and assignments. The semester results of University are also reviewed for future plan. The course outcomes are compared with the course objectives by the subject teacher concerned at the end of the semester and subsequently reviewed by the Dean and the Principal.

- **Outstanding Achievement :** The students of BIITM, Subhashree Pradhan and Nikita Agrawal have received **University Gold Medal** in MBA for the academic year 2016 and 2019 respectively.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Our University issues Academic calendar annually or bi-annually after due approval of Academic Council where all Principals are Members. The Academic calendar contains time lines for student registration, deposit of registration fees, starting date of instruction, conduct of 2 class tests, display of marks for students, conduct of Semester examination, uploading of internal marks, and publication of results.

BIITM prepares an exhaustive calendar for all batches of students with more details (Quiz tests, Surprise tests, Assignments) for conducting classes and examinations concurrently. This also makes it easy to monitor various activities as mentioned in academic calendar as the timings of each batch are different from others. In addition to Semester subjects we also incorporate add-on courses, soft skill classes and so on in the time table.

Time table is prepared in a manner to match the Class Tests, Quizzes and Surprise Tests with completion of respective modules, as a result of which concurrent evaluation of students can be made easily. Time table is prepared taking into account the number of class hours available, number of subjects in the semester, number of credit hours for each subject and additional classes for beyond-the-curriculum capsules.

The course coverage is recorded date-wise on-line as well as in Course Coverage Registers. The Dean and The Principal monitor and review this frequently to assess progressive coverage of courses, methodology adopted, caselets discussed, student presentations made, etc. and guide faculty members accordingly. Student attendance is strictly monitored on a daily basis in respect of each subject, and absentees are cautioned on weekly basis.

Experiential learning: Students are sent to various organizations as interns for live projects and field work**.** Adequate exposure is given to students through industrial visits, B-school meets, Webinars and NTPEL videos. Students are sent to various Institutions like Central Govt. training center (CTTC), SEBI, KARVY etc. for live sessions. Few Corporates take students for short duration live projects also.

Seminars and Workshops: In-house and National level Seminars are organized round the year where resource persons from Academics and Corporate deliver their talks on topics of current relevance related to their expertise. Students actively participate and present their papers in seminars, where the best three papers receive awards.

We do adhere to our academic calendar which is compatible with the Calendar of the University.

Apart from theory classes there are other components like Summer Internship (SIP), Lab. Classes and Seminars. SIP is conducted after completion of 1st year MBA and 4th year IMBA. They are allotted with projects and deputed to various corporates on selection basis. They prepare reports after completion of project and make presentations to a Committee with internal and external experts. Similarly, students need to present a Seminar in final semester on any topic of their choice from specialization areas. These are done as per the academic calendar of the University.

Besides, we make provision for experiential learning and student activities on curricular and extra-curricular activities during the semester period.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: C. Any 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

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

Response: 100

1.2.1.1 **Number of Programmes in which CBCS / Elective course system implemented.**

Response: 2

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 8

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	2	2	1

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 13.26

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
84	31	67	67	50

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

University curriculum provides issues related to Ethics, Gender, Human Values, Environment and Sustainability, as follows.

Area	Name of the Course	Course Code	Description
Professional Ethics	Business Environment & Ethics	18MBA109 & 16IMBA605	Need, importance and Scope of Ethics, Characteristics, Ethical aspects in Marketing, Finance, HR, Operations and Ethical Decision making.
Human Values	Social Psychology	16IMN202	Behavioristic approach, Learning Theories, Basic Human Values, Love, Peace, Truth, Right Conduct, Non-violence and Personality Building.
Environment & Sustainability	Environmental Studies	18MBA109 & 16IMN205	Environmental issues and Controlling Measures, Sustainability, Environmental Policy & Resolution, National & International Environmental Bodies & Roles, Environmental Audit Green Industries.

Professional Ethics : Students are taught about ethical and moral aspects of life right from the orientation. They pledge oath in Orientation Ceremony to be good citizen and work for national integrity and interest. Seminar and presentations are regularly arranged for developing inclusive environment.

Human Values : In every Orientation programme for fresh batches, we conduct a session on 'Human Values' stressing the priority of being a good human being over being an efficient executive.

Sensitization activities are conducted to make students aware of their values, rights and responsibilities as citizens.

More emphasis is given on these aspects by the B-school in the personality development classes for the students.

Gender : BIITM regularly celebrates Days specifically meant to focus on Women's empowerment. It also conducts workshops on sensitizing students to issues closely connected with violence against women and other social issues that hinder women's empowerment.

The B School provides ample focus on Gender sensitization by observing the International Women's Day every year as a formal celebration where women members of the staff and faculty are given prominence as well as accolades.

The B School has been at the forefront of providing equal importance and opportunities to Women in its admission process as well as placement process. Utilities have been built around the B School, keeping in mind Gender specific needs.

- BIITM organized a workshop on "Gender Based Violence" on 29-09-2018.
- BIITM organized a State Level Event among B School students in a B-Fest. The event was a poster competition on "Gender & Social Issues".
- BIITM organized a workshop on "Youth to End Violence against Women" on 05.03.2020.

Environment and Sustainability: Cultivating a safe and salubrious environment and focusing on its sustainable aspects have become the foremost national and international preoccupations. The importance of environment and sustainability also figures high on the students' priorities when the B School organizes industrial visits to the various industries in the State of Odisha for its students. During the industrial visits which happen regularly, special focus is given on the measures being taken by the industries in reducing carbon footprint, proactive efforts at reducing pollution, waste treatment strategies and strategies to ensure salubrious environment for people living in the neighborhood.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 48.49

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
52	44	35	31	23

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 34.81

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 196

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 ***Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni***

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 88.17

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
280	217	217	217	183

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
300	240	240	240	240

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 58.53

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
62	39	32	25	30

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

Students come from different places and educational backgrounds. Some students have a distinct advantage over others in terms of the pace of learning management papers and excel in their pursuit. Others are gravely disadvantaged due to a variety of factors such as educational background, weakness in communication, peer pressure, etc.

On the basis of internal assessment, class participation and university examination, students are classified as fast learners and slow learners, and steps are taken accordingly.

Measures taken for **Slow Learners** are :

Orientation Exercise: Emphasis is given on subjects like Accounting, Statistics, Economics and English during the orientation exercise. Bridge classes are conducted on basic fundamentals on those topics with the aim of bringing all students to a common platform.

Tutorials: Apart from classroom teaching, few extra classes are taken by the subject-specific faculty to clarify concepts and theories to the students in small groups of 15/30 in tutorials. Students are taught how to write answers in the right way. Mock Tests in the classroom are held for students regularly. This enables slow learners to confidently take the tests and answer as per their abilities.

Faculty Interaction: Personal face-to-face counselling by the faculty is done to encourage and motivate the students. Faculty mentors track the progress of slow learners and suggest remedies through individual counselling. Subject teachers give their best to teach these students and clear their doubts.

Peer Learning: Slow learners are encouraged to pair up with fast learners so that they can imbibe the concepts from their peers in an informal way. This practice helps students towards clear understanding. The best platform is provided by Club activities, where students engage themselves in Quiz, Competition, Role Play, etc.

Preparation for Examination: Possible questions and answers are discussed in the class and practice assignments are given. The study notes are given to each slow learner. The performance is tracked throughout the semester.

Measures taken for **Fast Learners** are given below :

- For fast learners, various ICT based add-on courses like Advance Excel, SPSS, NISM, etc. are arranged by which students gain a wider perspective.
- To participate more and lead in Group Discussion, Case Presentation etc.
- To do Micro Projects/Live Project for cultivating research orientation and analytical acumen.
- To develop their creativity, leadership and organizing capacity by participating and organizing inter-

college B-Fest events and flash mub type programme.

- Fast learners are motivated to lead the slow learners during industrial visits and are required to submit a report for presentation to all students and faculty.
- To take a systematic approach and to take extra care to get University rank. Proper counseling yielded **two Gold Medals in five years** and we expect one more in current year.
- Semester toppers and 100% attendance holders are awarded prizes and certificates in the Annual Function.
- Toppers and Gold Medalists along with their parents are felicitated in the Annual Function.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 14.82

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

In a B School, the exposure of students to practical aspects of the concepts learned in the classrooms is of immense importance. Unlike MBBS students who get constant practical exposure and knowledge of the underlying symptoms, ailments and diseases taught in the classrooms by observing live patients in a hospital, B School students are disadvantaged as immediate practical exposure is unavailable.

BIITM has recognized the importance of practical exposure, and has developed and interwoven some methodologies wherein students get interactive learning environment and ambience for collaboration.

Experiential Learning: Students do field projects in broad areas like marketing, finance and HR, which helps them to get a feel of the marketplace. All students mandatorily need to spend 2 months after the 1st academic year on a Summer Internship Programme (SIP) in an organization in India to receive a first-hand experience in the day-to- day working of corporate entities. Students get real time exposure of working in corporate and learn the decision making dynamics.

Industry visits provide additional opportunities, through which the students at BIITM gain insight into the functioning of corporate entities. These industrial visits are planned weeks in advance to enable the

company personnel to showcase their practices to the students. Students relate the practical situation with the theory they have learnt in classrooms. They get practical exposure on various functional issues they have studied. Students write report and give presentation on their experience.

Participative Learning: Case study methodology is an immensely attractive way to teach important concepts to students and to allow the students to explore a variety of solutions. A Case Study is basically a situation or a problem which a corporate professional is facing in an organization, be it in the area of marketing, HR, finance, or operations. Students read the case and then freely participate in the discussion moderated by the faculties of BIITM, and thus learn problem solving skills by utilizing the tools and concepts creatively and thinking out of the box.

Self-Learning Through Club Activities : Student-driven club activities were performed by students in various areas of their study to support Peer Learning (Quiz, Presentation), to promote creativity (Models, Role Plays), and to enhance business acumen (Product Launching, Advertisement Designing), Problem Solving (Simulation Games, Stock Investment) etc.

Student-Driven Research activities are also encouraged for students and alumni by the faculties who discuss the potential areas of research and motivate students to contribute articles to journals of importance, jointly preparing the teachers note and presenting articles in seminars.

Given its central location, BIITM has a number of small business establishments in its vicinity. Students are sent to these units for live projects. Some students have also taken part in the survey and evaluation of development projects of the government. Students were sent for research projects through collaborative mode.

Besides, corporate talks are provided round the year and students get the opportunity of interaction with invited guests from various industries. Short- term training programmes (SEBI and KARVY) are also conducted in BIITM.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The faculty members use a plethora of ICT enabled tools to disseminate effective learning in the classroom for the students. Usually, the institute use PowerPoint presentations & Google classroom tool wherein lectures, assignments, examinations, & evaluations are done. Being an effective tool to disseminate knowledge in a structured and logical format, customized PPTs by faculties with presentation of relevant examples to foster easy learning of theories and concepts.

Online Teaching - The pandemic ushered in the concept of learning from home. BIITM faculty members

were among the first under BPUT to conduct online classes using Google Meet (a dynamic platform in which the B School invested early) & Zoom platform as per need. Typical classes use Google Meet while outreach Webinars and online quizzes use the Zoom platform.

Flipped Classroom – Students are asked to come prepared with lessons through e-learning resources & they also take part in discussions and also have interaction with teachers. This leads to question answer sessions on various topics. Teachers give regular feedback to their students also.

Online Courses & Video Clips - Students & faculty members have benefitted by taking online courses from innovative teaching platforms developed by Govt. of India like MOOCS, SWAYAM, NPTEL, MHRD e-Content, SCI-HUB, WHEREISDOC etc. Moreover, faculty members use a variety of video clips as well as the MCQ's available on the internet to make learning more nuanced. The video clips are used in a variety of subjects though predominantly used in the areas of marketing, HR & OB, Finance, Operations, Systems etc.. The clips, while infotaining, also drive home the message effectively.

Web Assignments - Online resources like NPTEL, MOOCS, Swayamprabha, Indiabix, Freshersworld.com, & Google Scholar have played a vital role in the students' holistic learning. Faculty members usually give assignments and presentations on latest issues and developments in industry for which students use online sources for their creative inputs in projects, assignments, topic presentations and in developing soft skills. BIITM encourages students to broaden their outlook and to develop their learning skills through online resources.

Distribution of Study Materials : Through GOOGLE CLASSROOM (assignments, questions & study material), for each subject, the teacher concerned provides study materials to students, which have proved very useful. Apart from library books and class-notes, students use these as a first hand learning tool. Distribution of study material to students in advance is helpful in many ways like solving problems, working on exercises, quiz/assignment, etc.

Online Games and Contests - Students participate from time to time in online games organized by the B School. Some games like stock market dynamics and share trading have been enthusiastically received by the students, which have helped them to hone their skill of suitable portfolio selection. The simulation skills of students are improved and learn to get maximum benefit from limited resources, such as QUIZIZZ, HOT POTATO and WHEEL OF NAMES.

By using these ICT tools, BIITM has been at the forefront of creating a learning ambience that is not limited to the whiteboard.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed

academic year)

Response: 25.59

2.3.3.1 Number of mentors

Response: 22

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 20.98

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
13	8	5	5	3

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 4.37

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

Response: 166

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

At the beginning of the academic year, various components of internal assessment are communicated to all students along with the question patterns and levels.

Subject faculties share their syllabus and lesson plans with the students before the commencement of a semester. All subject faculties additionally share the schedule of Internal Assessment tests of a semester with the students at the beginning of the semester.

Methods of conducting examination and evaluation are communicated transparently to enable students to trust the system for its objectivity.

The B-School as per the university policy has five components of internal evaluation. The total marks for

internal assessment is 50 out of a total of 150 marks in each paper. The components are:

Component	Number of times	Marks
Class Tests	02	30(15x2)
Quiz	01	10
Surprise Test	01	05
Assignment	01	05
Total :	05	50

All the assessment components are carried out concurrently by all subject faculties. Before the conduct of an exam, the concerned faculty communicates with the student the expected level of questions and the courses to be covered for the exam. This helps a student to prepare for the said exam in the proper spirit.

As per the university guidelines, the B-School prepares an internal examination calendar before the beginning of a semester, which is followed.

Once an internal component is over, all the subject faculties are encouraged to correct the answer scripts of all the students within seven days.

Every faculty is duty bound as per the norms laid down to share the answer scripts with all the students in the class so that they can study their answer scripts for any anomalies which, if present, are rectified on the spot.

One of the unique practices instituted by BIITM is to discuss the correct answers to all the questions with the students through PowerPoint presentations. This enables the students to self-assess his/her answers and appreciate the rationality behind the marks awarded.

Summer Internship (SIP) Evaluation : It carries weightage of 4 credits with 100 marks. After completion of SIP at various corporates, students need to submit a report (as per the stipulated guidelines) before due date. The Principal constitutes an Evaluation Committee comprising internal faculty members and an External Evaluator. Students need to give PowerPoint presentations and the committee award marks on the basis of the presentation and a viva-voce test, which are sent to the University.

A similar process is adopted for Seminar Presentation (2 credits) also.

After the assessment, the marks are compiled by the faculties and sent to the Academic Co-ordinator. The Academic Co-ordinator is a designated position created by the B School in keeping with the university norms. The Academic Co-ordinator takes signature of respective faculties and the Principal before uploading the marks onto the university website.

A great deal of emphasis is put on implementation of the process in an efficient and time-bound manner. It is a matter of pleasure that our students have faith in the credibility of our evaluation process.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

Our University has instituted a robust mechanism to deal with student's grievances arising from internal and external exams. It has academic rules for conduct of examination, evaluation process, grading process, rechecking/retotaling, and issue of photocopy of evaluated answer sheets along with rules and regulations. This is explained to students every year at the time of orientation and a booklet is given. Once students are aware of University rules and regulations, the number of grievances gets reduced to great extent.

For internal tests, the Institute notifies time schedule in advance to avoid ambiguity. The question paper patterns are also informed to students before examination.

A typical exam paper has various levels of assessing students' skills. From level 1 which lays stress on ability to define or recall facts to level 2 which tests a student's ability to grasp subject contents to levels 3, 4, 5 & 6 related respectively to application of knowledge, analysis, comparison, and finally the ability to analyze or design are incorporated while preparing questions.

All grievances related to internal assessments are resolved in time by the concerned faculties before handing over the marks to the Academic Coordinator who in turn passes it on to the examination cell in a timely manner, for which students feel satisfied.

The university deals with students' grievances regarding low marks in subjects or a failed grade in semester exams, non-publication of result, rechecking, grade enhancement, special examinations, provisional certificates, mark sheets, etc.

Re-Checking and Re-Totaling - A student can apply for both retotaling and rechecking of answer scripts within 30 calendar days from the date of publication of the results in each semester, by the university.

Request for Photocopy of Answer Script - The university has the provision wherein a student of the affiliated B School can apply for a photocopy of his/her answer script through the B School within 30 calendar days from the date of publication of the results in each semester. This helps the student to check the evaluation and if any discrepancies are found, (s)he may go for rechecking. University re-evaluates such papers and changes, if any, are uploaded in the result sheet of the student under intimation to the college. The grade point of the student is revised accordingly.

The university does not entertain requests or applications directly from students unless it is routed through the affiliated B Schools. Therefore, the B-School is very proactive in notifying students in time to apply for rechecking and forwarding such cases to University.

The Examination Cell of the B School process the applications of the students for rechecking to be done at the university level, and/or sharing of photocopies of answer scripts with the concerned students. The cell also keeps continual follow-up with University till the grievance is sorted out.

This robust process at the College as well as the University level, takes care of students' grievances in an

efficient and time bound manner with due focus on transparency.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

MBA is a most sought after programme for students aspiring for a good career. The programme objectives are compatible with their aspirations, and the ultimate programme outcome is always positive towards the career goals of the students. The programme outcomes and course-specific outcome are intimated to all concerned in writing.

Programme Outcomes for MBA/IMBA

1. To foster the analytical ability to solve organizational problems.
2. To develop and enhance a student's holistic business acumen for managing complex business scenarios.
3. To enable the students to develop various competent management practices with robust ethical values across a cross section of areas such as Economics, Finance, Marketing, HR, IT and Operations.
4. To develop management capabilities, product and service management skills, entrepreneurship and analytical inclination.
5. To enable students to inculcate etiquettes, leadership, team building, problem solving competencies in a multi-disciplinary milieu.
6. To develop knowledge, skills and attitudes (KSAs) required to meet the demands of dynamic employment opportunities.

Programme Specific Outcomes

1. To induce entrepreneurial and intrapreneurial ethos for capacity building, innovation and business/project feasibility analysis.
2. To contribute holistically to the organizational development by practically applying learning concepts in the workplace.
3. To proactively espouse leadership ethos as and when it arises in an organization.

The teaching methodology makes the programme lively and exciting as it engages students in various activities to learn on their own. Newer approaches to teaching and learning such as Outcomes- Based Learning (OBL), Students –Centred Learning (SCL), Problems –Based Learning (PBL), Case Study (CS)

are innovations in recent decades, and their impact on learning is proven. This method becomes fruitful in achieving the programme outcomes successfully. Our students have proved it over the years by excelling in their job interviews of renowned corporates. They become able to acquire skills and competencies in many areas as briefly explained below.

1. Apply the Knowledge of mathematics, accounting and economics is fundamental while solving complex business solutions
2. Identify the business problem and use the management concepts to solve the problem.
3. Design the solution through situation analysis and using management models.
4. Develop appropriate strategy and implement it in competitive scenarios.
5. Simulate scare resources to achieve maximum benefits.
6. Use ICT-based skill to analyse and interpret data to reach a solution (Predictive Analysis).
7. To take care of environmental, legal and ethical issues while dealing with business issues.
8. To involve people and take the benefit of synergy.

Course Objective and Course Outcome

Course objectives and course outcomes are prepared for each course through a process of discussion in workshops among subject specialist teachers.

The course objective and course outcome is communicated to all faculty members through e-mail. Subject teachers communicate the same in the 1st class of the session to respective students.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

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

Response:

As recommended by IQAC and decided in the Academic Council meeting, course objective and outcome of each course, programme objective and programme specific objectives were prepared and approved by appropriate authority and Academic Council. The course outcome is mapped with course objective for each course after publication of result in each semester (Annexure I, II & III). Similarly, the Programme Outcomes are assessed on the basis of Course Outcomes which are evaluated with two methods; Direct and Indirect methods. Subject teachers ensure the outcome of their course through teaching and learning process which include examination, presentation, group discussion, etc.

By Direct method the knowledge and insight about a course is evaluated numerically through examinations conducted internally by the Institute and externally by the University. Institute conducts tests (Two class

tests, two quizzes and assignments) for 50 marks and University conducts final examination for 100 marks. The final result is published taking into consideration both Internal and External examinations. Each course is evaluated and the consolidated average of a student is reflected as Semester Grade Point average. After every semester subject-wise result analysis is done and action is taken accordingly.

To assess the attainment of PO, the result of the batch is classified broadly into three levels, and the overall course outcome of the batch is assessed for each semester.

Indirect method of attainment of Programme Outcome based on attainment of Course Outcome is mapped by each course teachers on subjective basis (perceptual) on 3 point scale. A sample of such assessment for 1st semester of 2019-21 batch MBA students is prepared and shown in Annexure – IV. Apart from numerical result subject teachers assess their contribution to programme outcome as a whole.

Our institute focuses on skills and employability of the student during pre-final semester in MBA. This is an important component in Programme outcome as students and parents expect a job at the end of the programme. Various components under indirect method are basic etiquettes, preliminary aptitude, communication skill, group discussion and personal interview. Each student is evaluated on these components by internal and external experts. This exercise is conducted in the workshop model, and the outcome of this test is taken as the outcome under indirect method. The marks obtained by students are classified into three levels to know the overall achievement of the batch. This indicates the preparedness of the batch for placement.

Similarly, Placement is another important outcome of the MBA programme. The placement of the batch is assessed under indirect method by classifying it into three levels on the basis of the type of company, pay package and nature of work.

Hence, besides assessing the attainment of Programme Outcome through direct method, the institute has gone one step ahead of assessing the employability skill acquired by the students during their MBA programme and the jobs acquired by them (Annexure-V). The result of all three processes seems compatible.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 99.17

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
163	177	148	167	167

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
169	177	148	167	168

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.62

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	View Document

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 2.63

3.1.2.1 **Number of teachers recognized as research guides**

Response: 1

File Description	Document
Institutional data in prescribed format	View Document

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	1	1

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The creation of an innovative ecosystem goes a long way in fostering positive attitudes among B School students towards entrepreneurship. This creation of a pool of entrepreneurs has a salubrious economic effect on society. There have been numerous instances of students initiating start-ups all over the country which is supported wholeheartedly by the government and different forums. BIITM has taken a number of initiatives in the past to harbour and hone an entrepreneurial streak among its students.

Some of the initiatives are outlined below:

BIITM has a fully operational entrepreneurship cell that was funded by AICTE in the past.

It has signed an MOU with the Wadhwani Foundation of Mumbai for the promotion of entrepreneurship among its students. Wadhwani Foundation is a not-for-profit whose primary mission is accelerating economic development in emerging economies by driving job creation in India and other emerging economies through large-scale initiatives in entrepreneurship, small business growth, innovation, and skilling. BIITM’s MOU was to develop homegrown entrepreneurs who will be job creators instead of being job seekers.

To broaden the faculty outlook in this regard, a 6 days’ workshop was organized for the faculties of B Schools pan Odisha by BIITM which was well received.

The Director of MSME was also invited to a seminar conducted on strategy & innovation. The Director was able to showcase examples of entrepreneurial ventures in the MSME sector and the effect it had on the overall employment situation. MSME creates maximum employment in India.

BIITM also in the past conducted a Business Plan competition for all B School students pan Odisha. This was to enable students to present their venture-specific plans which generated a lot of ideas for budding students to start their ventures. Additionally, it also helped students to showcase their plans along with sources of funding and expected cash flows in the future.

We are in the process of signing an MoU with CV RAMAN Global University located at Bhubaneswar for forging a partnership with their Atal Incubation Centre for building a vibrant ecosystem for young student entrepreneurs.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 8

3.2.2.1 **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	1	1	2

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 1

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 1

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 1.15

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
13	14	7	2	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.38

3.3.3.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	2	4	2

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

BIITM constantly engages in the outreach program and extension activities on regular basis. As one of the premier management institute in Bhubaneswar, BIITM acknowledges its responsibility in producing not only management professionals but building professionals with social integrity. As CSR activities these days are considered as one of the main components for the sustainability of corporate houses, so BIITM makes sure to incorporate a sense of social responsibility among students during their MBA course itself.

During the last five years, BIITM has organized a wide span of activities like poster and painting competitions and workshops on various social themes.

To inculcate values on gender equality BIITM has organized several workshops on gender-based violence and violence against women, and International women's day is also celebrated every year without fail. The main purpose behind such gender-based programs is to reduce the gender disparity among students and encourage them in building a mutually respectable work environment.

Institute also gives major emphasis on environment protection and natural resources conservation by organizing and participating in programs like, "Saksham Walkathon" in association with GAIL to spread awareness about the limited use of natural and non-renewable resources. Institute every year celebrated eco-friendly Diwali and Holi festivals which are crackers and chemical-free to give environmental protection messages loud and clear to students.

Apart from social issues, the institute also makes sure to encourage students in resorting to healthy living and an active lifestyle. Institute has collaborated with a charitable organization named Kalpataru Das National foundation for conducting extension activities for the betterment of society as a whole. Institute also organizes yoga and fitness camps and competitions for both students and faculty. Special health camps are organized for girls on "Mensuration – Safety and Sanitization". In association with VLCC college has also organized a workshop on "Healthy eating issues and challenges among youth" to promote awareness among students to maintain a healthy eating lifestyle. Institute every year ensures to keep a workshop on world Aids day on 1 Dec to create awareness among students.

Institute is committed to sensitizing students about legal and ethical practices and thus producing law-abiding responsible professionals. In this regard, the institute organizes various workshops on legal and ethical aspects related to individuals and businesses. Institute organized a workshop on Cyber Crime to make students more vigilant about increasing crime related to cyber and the internet. Events like a workshop on "Vigilance awareness week" are organized in association with East Coast Railway to promote traits like integrity, honesty, moral values, ethical practices in business and work to name a few.

Overall institute is committed to building law-abiding professionals with high social and moral values for the greater benefit of society as a whole.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 1

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 14

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
11	1	1	1	0

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 33.66

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
41	206	212	300	0

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 28

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
4	5	5	7	7

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 5

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	2	1	1

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

BIITM is located in the educational hub of Bhubaneswar in the Infocity area which houses many engineering colleges and B Schools of repute apart from accommodating several pan Indian and local IT companies of repute in its proximity. The B School was built on 1.1 acres of government leased land in 1999.

The B School has over the years created infrastructure to ensure a good ambience for carrying out teaching-learning optimally. The B School facilities are given below:

- The B School has a total of 13 classrooms that are ICT enabled and have adequate air conditioning, creating a comfortable learning ambience. The 13 classrooms have adequate capacities to seat both MBA and Integrated MBA students comfortably.

- Additionally, the B School has 2 seminar halls with 100 seating and 250 seating capacities respectively, which are used for multifarious activities like seminars, corporate talks, pre-placement talks by corporates, FDP programmes, etc. Both the seminar halls are ICT enabled with multiple screens enabling audiences to observe the proceedings comfortably.

- The B School also has tutorial rooms that are used by faculty to address small groups of students for enhancing more focused learning.

- The B School also has a soft skills laboratory which doubles up as a video conferencing facility. This set-up caters to the changing mores and expectations of corporates during the placement season. There is an increasing trend among corporates to use video conferencing tools for engaging with prospective candidates for hiring purposes.

- The B School has a well-designed computing laboratory with 128 PCs that are connected by a 150 Mbps internet-enabled local area network. This is exclusively used by the students to enhance their computing skills by those who cannot afford a laptop to learn basic and advanced software applications by using the facility judiciously.

- A well-stocked library is available for students and faculty, which has a seating capacity of 100. An additional provision of 6 dedicated PCs is available for assisting students to access e-journals and other reading materials available on the internet.

- The B School has created a garden which is taken care of by 2 full-time gardeners to ensure lush greenery, where students hangout during class breaks. Solar panels have been installed to light up the garden as well as the B School facade at night, thereby enhancing its aesthetic appeal.

- Due to the erratic supply of electricity in the area, the B School has invested in a 100 KV back-up

generator which ensures that there is minimum disruption in the power supply to classrooms and the whole campus.

- The B School cafeteria or canteen is operative all round the year and has a seating capacity of 60.

The management of the B School has been proactive in creating a physical infrastructure, keeping in mind the students' growing needs, aspirations and expectations.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Extra-curricular activities are an intrinsic part of the life of B School students. BIITM has recognized this early and has created infrastructural facilities to cater to the needs of the students. Some of the available facilities are given below:

- In-house cultural activities among the students including inter-class and inter-club activities are carried out in the Kalapatru Das Memorial Hall which can accommodate 250 students. This large hall enables students to manifest their artistic expressions and freedom to practise their hobbies in terms of singing and dancing too.

- The B School's annual function was held in the open lawn in the past, given the modest strength of the students. But as the intake has increased humongously in the past few years, the B School is using the East Coast Railway auditorium for conducting its annual function. The seating capacity of 1200 is more than adequate to seat the students, faculty, non-teaching staff and the guardians of the students.

- The students of the B School engage in a host of sporting activities including participating in inter-college and intra-college cricket tournaments. To fulfill the student's desires and expectations for outdoor games, the B School uses the East Coast Railway stadium which is fairly nearby and is accessible to the B School fraternity.

- The B School has an indoor badminton court on its campus which is used for practice by the students and faculty members apart from hosting tournaments. In case of need, sometimes the B School hires indoor facilities for tournaments depending on the weather conditions.

- The B School has created a large room on the 3rd floor exclusively for conducting Yoga sessions for interested students. The qualified faculty members take the lead in conducting the Yoga sessions.

- The students from outside Bhubaneswar have a choice of hostels to stay in the vicinity of the campus. One girls' hostel with a capacity of 90 beds is available along with 2 hostels for boys with a total capacity of 60.

- BIITM has transport facilities like a bus and a couple of SUVs for transporting students from hostels to the campus and dropping them back safely after classes. This bus is also used for transporting students to other B Schools for inter-School competitions and off-campus placement.

- The B School has adequate fire safety equipment approved by the Fire Service department of Govt. of Odisha. Fire safety drills are conducted from time to time to acclimatize the faculty and the students on fire safety needs.

- The waste emanating from the School like papers is housed in a separate room to be recycled. The housekeeping staff also keeps its material in the storerooms with proper precautions.

Given the modest campus infrastructure, the B School management has been optimally utilizing it for the extracurricular activities of the students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 3.45

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five**

years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
2	5.39	12.68	7.55	9.3

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

Introduction: The library is deemed to be a pillar of any good B- Schools. The library of BIITM was established in 1999 with the objective of providing quality service to its users.

Library Automation: The Library is partially –automated, the circulation of books started in the year 2016 using **e-Granthalaya Library Management Software.**

As Student's strength in the B-School increased, there was a need to install a more enumerative and user friendly ILMS. The library has migrated to **KOHA ILMS**; the automation under this is going on smoothly.

LIBRARY COLLECTIONS:

Books-No. of Volumes	17685
Books- No. of Titles	2661
Journals- No. of Journals (National -17, International -12	29
Total No of Magazines	10
Total No. of News Papers	09
Average No. of Users per day	44.32

Library Networking (Intranet and Internet):

The library is member of **e-shodh Sindhu,** Institutional Membership (form 03/02/2021) it is being used for selection of the e-resources for B-Schools.

The library has the internet facility through which the subscribed e-resources, **Pro Quest e-book central Business and Economics** and J-**Gate Humanities and Social Science** could be accessed. The users can access 20000 e-books and 2000 journals.

Library Committee: The library committee meets at regular intervals for selecting latest and relevant books and augmenting other services. The committee is headed by the principal and includes senior faculty members, librarian being the convenor.

Library Classification and Cataloguing in Standard Classification Format: Library is making use of DDC classification (22nd edition) for its entire document. For cataloguing the library is making use of MARC II format.

Stock Verification Report: There is stock verification process carried by the library. The latest stock verification was done in the year 2019-20**.**

Open Access Arrangement: Library is following open access to all its documents available.

Reading Room: Library has two reading room which can accommodate 75 no. of students.

Library Services:

Circulation / lending Service: All books are barcoded; issue and return of books are electronically maintained with the help of e-Granthalaya Library Management Software.

Reprographic Service: Photocopy facility is provided for students at a concessional rate and faculty members are at the free of cost through the reprography center housed in the library.

News Paper Clipping Service: Important events and achievements of the institute are clipped and maintained. The Library Notice Board is updated with information on markets of Sensex, Nifty, Dollar, Euro Gold etc.

Institutional Repository Services: Teachers notes, University Questions, e-books, are sent to the student's via-e-mail. All teachers' notes are also provided as print form on request basis.

As library is deemed to be a pillar of any B School, BIITM greatly emphasizes the efficacy of an up-to-date collection of books and journals and astutely observes the operational aspects of the library keeping in view tectonic shifts in technology and preferences of students and users.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 4.83

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
4.78	5.14	5.81	3.94	4.47

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 81.2

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

Response: 488

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Campus is Wi-Fi enabled with high-speed internet facility, for seamless and uninterrupted connectivity. There are 5 static IPs available for the Institute. Server, Giga Switch, Router, and Firewall are in place. Institute promotes Open Source Software. All 120 computers in Lab are connected in LAN with Internet facility. All classrooms, Seminar Hall and Soft skill LAB have high-end audio system, projectors and Internet connection through Wi-Fi Facility along with CCTV Surveillance. Faculty & Staff members are provided with individual Laptop or Desktop. New virtual classroom installed with video conferencing facility. Biometric attendance system for Faculty & Staff.

There is a facility for SWAYAM classes, Webinar and Video Conferencing. AISHE Survey Data are being uploaded regularly. Institute Website (www.biitm.ac.in) is regularly updated and restructured.

Desktop computer: 10 Desktop (HP-260A40IL) is added to stock 193no as on Dt.08.11.2016 and 10 defective desktop are disposed on Dt.19.11.2016. Further 10 desktop (HP-270-P029IL) is added to the stock of 193 on Dt. 12.10.2017. Again 10 Lenovo Tiny is added to stock 203 on Dt.25.10.2019 & 1 more Lenovo on Dt.06.11.2019. 28 defective Desktop are disposed on Dt.06.12.2019. The total stock is 186 no. 1 more Dell, Desktop is added to Stock on 09.06.2020. For upgradation of Library system 1 Dell desktop is added on Dt.12.04.2021. The stock as on Dt.12.04.2021 is 188.

Laptop: 1 Apple Laptop is added to the Stock of 6 on Dt.22.06.2016. 1 HP laptop added to stock on Dt.16.03.2017 and 2 defective Laptops are disposed on Dt.23.04.2017. The total stock is 6no. On 09.06.2020 & 10.12.2020, 3 DELL laptops purchased for conducting online classes. The total Stock as on Dt.16.12.2020 is 09.

Legal Software: There is campus agreement with Microsoft for both Application and System Software for the period from 20/12/2013 – 29/02/2016. For promoting the open source software, we used Ubuntu, Lib Office & Foxit Reader from February 2016. For operational efficiency 10 perpetual license from Microsoft both Windows and Ms-Office was purchased on Dt.26.08.2016.

Printer & Scanner: As on Dt.08.11.2016, 20 nos. of HP, Xerox and Wipro printers are available and 1 more was added of HP 1020. On Dt.25.11.2016, 5 of defective printers were disposed. 3 new HP printer were added to the stock Dt.03.02.2017, 25.05.2017 (A1 Printer) & 08.11.2017 and 4 defective are disposed. 4 Printers was added to the stock on 09.06.2020 & 10.12.2020. The total stock as on date is 16.

05 no of Scanners as on Dt.05.08.2021 are available including 2 Epson purchased on Dt.16.12.2020 and

05.08.2021.

Projectors:

24 LCD projectors are available as on date24.12.2019.

LAN & Internet:

20 Mbps Reliance Jio Internet Lease Line is added from 01.08.2017 to our previous 10 Mbps of Tata Teleservices and 4 Mbps Vodof1 ILL. Reliance Jio ILL was upgraded to 50 Mbps on Dt.01.04.2019 and Voda1 was upgraded to 10 Mbps & Tata Teleservices was discontinued. 100 Mbps of Reliance Jio Business Broadband is added on Dt.13.04.2021.

Total Internet connection Speed is 160 Mbps.

IT infrastructure is upgraded from time to time depending on needs.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 2.87

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and

academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 59.91

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

2020-21	2019-20	2018-19	2017-18	2016-17
118	164	118	123	112

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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

Response:

BIITM's objective is to provide a healthy, clean, immaculate physical environment as well as academic and support facilities that are robust, reliable and high-performance. In order to achieve this objective, BIITM has a structured system. The maintenance division has rules and procedures for regular and timely maintenance as well as optimal utilization of buildings, classrooms, laboratories, hostels, canteens, gardens and lawn areas. At the policy level, all maintenance work is categorized into annual, routine, preventive and corrective maintenance. A Standard Operating Procedure (SOP) for maintenance of all types of physical, academic and support facilities are in place since 2017, which is broadly practiced by the maintenance wing. To efficiently and effectively implement the above policy, the maintenance team consists of following functional units observe the policy meticulously.

The facility management team maintains the physical and academic support facilities. The various responsibilities of the team are housekeeping activities, maintenance of garden, pest control, civil maintenance, computer lab, library and entire campus snag work. BIITM has engaged supervisors for electrical, plumbing and housekeeping related issues/complaints. Similarly, the librarian and computer-lab-in charge takes care of maintenance of their physical assets. The college provides transportation facilities for its students. Transport related issues are also sorted by the accounts department. The security of the institute is taken care by in-house security guards with the help of an external private agency who work in shifts round the clock.

1. General Maintenance:

- Importance is given to civil, electrical, water and sanitization, and air-conditioning. In each of these major portfolios, we have created specialized teams for immediate response and action so that dependency on external agencies is minimized.
- All buildings are periodically inspected and painted fresh
- The electricity maintenance department is equipped to ensure 24 x 7 continuous power supply with DC generators, solar lights and Uninterrupted Power Supply (UPS) units as fail-over backup. The dual dimensions of water and sanitation are to ensure safe drinking water with the help of fully serviced Reverse Osmosis (RO) filters.

2. House Keeping:

- For housekeeping work, a team of work force is responsible for cleanliness and hygiene in all the facilities within the buildings such as classrooms, laboratories, offices, libraries, as well as washrooms.
- For horticulture and gardening a team of work force is responsible for tree plantation and their maintenance. They are also responsible for maintenance of pathways, lawns and other areas.
- Specialized sports facilities such as badminton court are maintained periodically.

3. Classroom maintenance:

- At the beginning of each semester the readiness of the classrooms and labs are checked by the facility management team.
- Regular inspection of the furniture and classroom equipment’s is ensured.
- Electrical connections are also ensured before the commencement of classes.
- Daily maintenance of the classrooms and offices are done by the housekeeping staff under the supervision of the Administrative Officer.
- The campus is also cleaned and sanitized every day.

4. Fire Service:

- Fire safety system is at place and a valid certificate from the fire service of the government is also maintained.
- Few maintenance staff was also trained to operate and maintain the same.

5. Security Service:

- The campus takes security very seriously and is regarded as one of the safest campuses by parents for the well-being of their students.
- Security is enhanced by technology such as monitoring and surveillance cameras.
- Biometric access controls are in place to restrict entry and usage of IT Labs with sophisticated equipment to authorized staff.

6. Transport:

- For transport a team of work force is responsible the maintenance of busses and cars, for this purpose, professionally staffed in-house service centers ensure the timely maintenance of all vehicles so that they are in excellent operating condition.

7. IT facility:

- Computer software and hardware maintenance is performed regularly through its policies for maintenance, regular backup, system failover, disaster recovery and audio-visual equipment which include projectors, public address systems, lecture capturing systems etc. Annual Maintenance Contract (AMC) is also there for computer systems, printers etc.

8. Library:

- Stock verification is conducted every year to ensure availability of books.
- Relevant documents are maintained properly
- Books' keeping is done through a scientific method and are checked regularly for not being damaged by pests.
- All facilities in the library are kept and maintained for its stakeholders.

For key assets such as DG sets, computers, fire equipment's, printers, scanners, CCTV cameras and other audio-visual equipment, annual maintenance contract is made. Stock verification register, maintenance log book, complaint register etc. are maintained.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 6.02

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
58	27	14	19	24

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 1.48

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	28	0

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 32.59

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
234	180	180	193	00

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 86.86

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
143	144	155	125	143

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 0

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

File Description	Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations

during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 20

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, *etc.)*) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 1

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

BIITM has been at the forefront of facilitating and enabling active student's representation in wide-ranging activities since its inception. This process has been consistently followed by the management over the past 20 years.

The B School takes Mentor-Mentee engagement seriously. Students are selected based on mentor suggestions from both MBA and IMBA programmes. These selected students are formally inducted through a dynamic process to engage and represent in institution-wide activities.

Administrative Activities

BIITM has established a few committees as given below:

Internal Complaints Committee: Identifying, assessing and addressing complaints of the students of both MBA and IMBA programmes

Internal Quality Assurance Committee: The stated objective is to periodically assess the quality standards of pedagogy and the areas of campus life which impinges students' performance.

Sexual Harassment Committee: Oversees complaints if any concerning this aspect from the faculty and student's perspective during their stay on the campus

Students Placement Committee: Placements is driven by students who are involved in every stage of the process, namely from identifying and connecting with corporate entities to their visit to the campus both physically and virtually

Hostel Committee: Looks into the intricate issues which affect student's welfare during their stay in the B Schools hostels (both Boys and Girls hostels)

Canteen Committee: The onus of providing hygienic and nutritious food to the B School fraternity is the

responsibility of this committee

Every committee has a mix of students, faculty members and administrative heads to ensure that the stated objectives are met as per prescribed standards and norms.

Brand Ambassador Initiative

The B SCHOOL has over the past few years instituted a unique practice of nominating a student *Brand Ambassador* to be the media representative with the Business Standard newspaper. The selected student becomes the interface between the B School and Business Standard media outlet. The Brand Ambassador provides articles to the media on activities taking place in the B School.

Clubs

Some co-curricular activities in which students play a vibrant role and are steered by students with the guidance of the faculty are listed below:

- Marketing Club
- Finance Club
- HR Club
- Operations & IT Club
- Social Club

Students' engagement in the aforementioned clubs ensures that holistic and beyond the classroom learning takes place effectively.

The B School additionally actively engages students in the following activities to ensure their all-around development. Some activities are listed below:

- Business School Meets: Both in-house and pan India
- Annual Function of the B School
- Sports and Cultural activities

Furthermore, the B School from its very inception has been providing a platform for students to anchor and organize events, seminars, corporate talks, meetings to improve the external communications abilities of the students and foster a sense of pride in themselves and the B School's activities.

BIITM believes passionately in involving its students in wide-ranging activities to the holistic development of the students as vibrant, acceptable and productive members of society.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 7.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	14	8	5	6

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

5.4 Alumni Engagement

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

Response:

From the very day of incorporation, BIITM has been making continuous efforts to provide class leading facilities and to ensure the welfare of its students. Hence, the alumni have engaged with the institute with their heart and soul. As a leading B-school of Odisha, we ensure and foster an enduring association with our alumni, in the form of a robust alumni network. We keep constant touch with our alumni, through regular meetings and interactions. The Alumni network acts a bridge between the former students, current students, authorities, faculty members and the industry. Being a two-decade old institute, a large number of students have passed out and have occupied prestigious positions in the corporate world. We organize frequent alumni-meets and our placement team also arranges informal alumni interactions for those based in metros outside the state.

Although all the ex-students may not directly contribute to the institute's development, yet a large pool of alumni is associated with the institute, and they constantly engage in the overall development of the institute. In other words, the alumni network contributes significantly to the holistic development of the institute through both financial and non-financial means.

The alumni network's contribution has been quite remarkable in form of its support to student mentoring beyond classrooms, promoting a culture of research and consultancy, facilitating on/off campus placement,

supporting networking activities, specifically between the training and placement cell and the industry, encouraging intra-alumni communications, academic fostering and knowledge sharing, and contributing research articles/ case studies to our institutional journal. Alumni's who have become entrepreneurs have also been providing timely inputs on how to start, grow and sustain a new venture. Last but not the least, the alumni play a pivotal role in shaping the culture of our institute by creating an optimistic ambience, nurturing high levels of human values, aiding in achieving the goal of a ragging-free campus and exhibiting outstanding dedication for the development of our society.

The Alumni Association was formally constituted on 20.03.2021 and office bearers were elected. The Bylaw of Association, Minutes of the meeting is enclosed. The Association has applied for registration under societies act in A.D.M Court and the formal registration certificate is awaited.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision

To achieve excellence and reputation as a nationally acclaimed business school for developing managers and leaders who will shape the world in future.

Mission

1) To provide excellent academic ambience with adequate exposure to the business world in order to create adequate business leaders and enterprisers with strong ethical values.

2) To consistently endeavor to achieve 360-degree transformation of student’s talent, attitude and personality.

3) Encouraging and supporting entrepreneurship by providing an inspiring and supportive ecosystem.

4) Incubating professional values of ever-changing work culture, integrity, team spirit, commitment and concern for sustainability in all aspects of society and economy.

The mission statement of the institute defines its distinctive characteristics in terms of fulfilling the needs of students, institute, faculty members, society & environment and other stakeholders too. The structural and informal arrangements made at institution level to coordinate academic and administrative activities reflect the efforts in achieving the Vision.

Quality Policy

To serve the students in achieving educational and professional excellence by providing timely delivery of academic and value systems in an innovative manner by continually improving and upgrading institutional resources with ensuring ethics and human values.

Quality objective

1. To inculcate the principle of "Innovate or perish"
2. To imbibe quality consciousness at all levels
3. To strive for continuous improvement
4. To achieve incremental value addition across all spheres
5. To discourage shortcuts and comfort zones

Governance System

The governance of the institute is committed to achieve its vision and mission. The institute system is effectively decentralized for better governance and performance. The major decisions which have a bearing on the function and goal of the organization is taken by the Advisory Council which consists of Executive director and Advisor. The staff and administrative council are headed by the principal and the Academic Council by the Dean. The responsibilities are communicated to faculty members through regular staff meetings.

Perspective plan

Various activities are undertaken including, teaching-learning enrichment, improving the employability of students, student's engagement in various activities, and research and collaboration. Various formal and informal arrangements are made for encouraging team work for ease of implementation. These include Academic committee, Activity committee, IQAC committee and Placement Committee. Continuous follow-up and monitoring is done by the Dean and the Principal, and corrective measures are taken wherever necessary.

Reflection of Vision and Mission in the leadership of the institute ensures following:

- The management and the Principal participate in GB meeting and ensure that the policy statement and action plans are aligned with the mission of the institute.
- The perspective plan is formulated in line with quality policy under the leadership of Principal and the same are incorporated into tactical plans for effective implementation.
- The requirement of the society is assessed by Principal through various stakeholders like alumni, industry bodies, Govt. policy, and implementing agencies
- Culture of excellence is created over a period of time due to participative efforts, good leadership and a shared goal.
- This has resulted in organizational changes on various dimensions.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Human beings have always tried to organize themselves. Keeping this in mind BIITM assigns task, authority and responsibility to groups and individuals establishing coordination among them for achieving goals of the organizations in an effective and efficient way. Accordingly, authority and decision-making power is dispersed to appropriate extent at various levels to achieve maximum result. The structure of the institute therefore is organic and flat with multiple leadership with distinct goals and objectives which are subsets of the common shared goal of institute.

Various departments are in place to cater to the functional activities relating to general administration, finance and logistics, maintenance, Library and IT resource.

Similarly, few activity centers with specialized task are decentralized to fully concentrate in their area for achieving the goals assigned to them. These include student counselling and admission, training and placement, and the teaching learning process. Each of these activity centers is led by senior officials. They are responsible for achieving the goals in their area.

For making the implementation easier and for making the decision making participative, various committee are formed. Some of them are:

- Academic committee
- Internal Quality Control Cell
- Entrepreneurship cell
- Library Committee
- Counselling and Admission committee
- Anti-Ragging committee
- Women Anti-harassment Committee
- Hostel Committee

Besides, few individuals are also given leadership roles like Hostel Superintendent, Advisor of student clubs, Canteen in-charge, maintenance and construction in-charge etc. In addition to the above, there are committees for Summer Internship, seminars, research and publication, etc.

All the above decentralized units and committees draw their annual plan at the beginning of the year and submit to the Principal for approval, after which they work accordingly. Many of these committees are headed by Principal, Dean and Senior Professors for better coordination. They review various activities on a regular basis.

BIITM has created multiple leadership points in various areas in order to achieve synergy in work and making the decision-making process transparent. In addition to several activity centers, functional units and committees, cross-functional activities are also undertaken. For example; a) training and placement sessions are conducted by academic experts also, and b) a committee is formed by drawing people from cross-functional units.

Case Study: SIP during the Pandemic

The Summer Internship Project (SIP) was completely disrupted due to the pandemic. Companies which had promised the 6-8 weeks' SIPs backed off from providing internship opportunities. During this chaotic period the faculty members, under the guidance of the academic committee and with the collaboration of the placement cell, rose to the occasion by allocating specialization-based internship projects to all the 175 students of MBA and 10 students of IMBA. Every faculty was advised by the placement head to generate 10-15 projects and discuss them with the students allotted to him or her. All the faculties had to guide the students virtually to procure data from secondary sources and complete the project within a strict timeframe. On completion of the internship, all the students presented their reports online through PPT to the different faculty committees.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The efficacy of BIITM's strategic plan is illustrated by the following experience.

During last year's Covid pandemic shutdown, the B School exhibited remarkable agility to rise up to the challenge of setting the wheels in motion by initiating online classes, completing disrupted semester exams in online mode, investing in high-speed internet connectivity, and vacating the hostels.

The B School was closed on 19th of March 2020 due to onset of Covid pandemic in the state. The situation was very challenging as described below:

- Even semester exams were not completed,
- 2nd internal examination & SIPs for MBA and IMBA students were yet to be conducted.
- Companies which had committed internship opportunities withdrew their offers.
- Absolutely no communication was received from the university regarding the way forward.
- Employees and faculties were forbidden to visit the campus

STRATEGIC PLAN ROLL OUT

IQAC cell of BIITM took a decision suo moto without waiting for Govt/University communication to make a foray into the online mode teaching.

- Classes were initiated on the online mode with Fresh timetables.
- Faculty and students were intimated about securing good network facilities at home to enable themselves attend online classes.
- With help of a trusted platform, an entirely new ecosystem was set in place in record time to capture the basics of online teaching and engagement.
- Every session was recorded and PPT material and study notes shared with the students.
- Meet attendance of the students for each class was recorded, and follow-up action was taken in the case of regular absentees.
- Initially, all the mentors were instructed to talk and counsel their students and guardians about the necessity to adapt to the new format of teaching.
- Every class of the faculties was monitored by the Executive Director, Advisor, Principal and other senior academics to ensure the quality of teaching-learning process.
- By the time the Govt/University woke up to the new reality and started providing advisories on online teaching, BIITM faculties were far ahead with their classes and course coverage.
- Internal examinations & evaluation were conducted online, and marks were shared with the students.

BIITM top management along with the placement team and the faculty took the lead to initiate internship projects for the students. Since largely all the companies withdrew their internship offers, faculties were entrusted with the responsibility to provide internship projects to all the students.

The faculty members under the guidance of the senior management rose to the occasion by allocating specialization-based internship projects to all the 175 students of MBA and 10 students of IMBA 8th semester. Every faculty was advised by the placement head to supervise 10-15 projects. The project supervision was monitored by the Principal, and feedback was given to the faculty supervisors, as and when necessary, for the sake of effective objective oriented completion of SIPs.

BIITM takes great pride in its strategic decision to shift to the virtual space lock, stock and barrel in the shortest period of time.

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Over the past two decades our institution had passed through various phases of evolution to meet requirements of internal and external environment. It has a formal organization structure with a clear hierarchy of roles and responsibilities. The Organogram Chart is in place with position-function descriptions.

The functional organization structure of the institute takes care of various specialized functions through well-structured departments like Finance, Administration, infrastructure augmentation and maintenance (Staff function) and Academic process, Industry interface and placement process, Counselling and admission (Line function). Appropriate delegation of authority and power has been given to each functional head in the above formal structure.

In academic institutions, various cross functional assignments are evident, and therefore a rigid formal structure has many disadvantages. In order to make the system more participative in the area of decision making and execution, informal bodies like various Committees with specific responsibilities are in place. The Committees plan various activities and execute these after due approval from the formal authority. This leads to a collaborative approach and team spirit with a common goal and has given many successes to the institute in the last few years.

Hence the structure is neither too rigid with a formal one nor too loose in an informal way. It is organic, flexible, adaptive and advantageous in many ways. Our structure has relatively a wide span of control leading to faster communication and more effectiveness. We have relatively flat organizational structure

with fewer hierarchical level and a good number of subordinates report to single authority. Cross-functional co-ordination is promoted for achieving specific goal. Example: Deploying skilled faculties to placement wing for Group Discussion and mock interview.

Our top-level strategy of “Students First” defines the business process strategy towards providing quality in every aspect. Accordingly, the functional strategies or policies are developed for all organizational units with focus on quality enhancement. Periodic review ensures the level of effectiveness in achieving the desired goal. Policies and Standard Operating Procedures on Curriculum delivery, examination, on-line teaching, training and placement, Recruitment and selection policy, code of conduct etc. are in place and all concerned are well aware of these.

Planning for various activities is made with a consensus preferably in Academic committee meetings and appropriate decisions are taken in respect of cost, time and quality so far as implementation is concerned. The Annual Calendar of Events is prepared, and respective committees plan and submit their programme with budget. After the administrative approval, the programme is executed.

The institute has its own set of rules and procedures which is binding to all. The institute follows rules and regulations of statutory bodies like affiliating university, state Government, AICTE, Income Tax department and local authority.

The institute has functioned for more than two decades as a matured organization. It is in the growth phase, and therefore it is ready for any organizational evolution, if necessary.

The overall functioning of the institution is apparent from the above.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution has effective welfare measures for teaching and nonteaching staff. Welfare measures taken towards the staff reflect on the output and selfless contribution towards tremendous growth of our Institution.

- Medical Leave & Maternity leave of 90 days for eligible staff members
- As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals like Saraswati Puja, Ganesh Puja, Biswakarma Puja, together.
- Internet and free Wi-Fi facilities are also available in campus for staff
- Good hygienic food is available in our college canteen with affordable food.
- Faculty members are provided with Individual cabin and system to facilitate good ambience.
- Rest Room is available to allow teachers and staff to take rest in case of sickness.
- Teaching and Non-Teaching Staff Club organizes picnic, and sports activities like badminton tournament, Cricket fest for the faculty and staff.
- Faculty development programs(FDP) for faculty members on regular basis
- Skill development courses are organized for non- teaching staff to enhance their skills in work environment.
- To inculcate good culture within the students Teachers Day is celebrated every year as a practice.
- Financial Assistance for genuine emergency medical cases with due approval of Executive Director.
- All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program
- Automation of attendance and leave using biometric system
- Uniforms are available for the staffs and students at very low cost.
- Tea is provided to all teaching and non teaching staffs twice a day and at times during examinations, sip presentations, official meetings snacks are also distributed from time to time.
- During covid pandemic times everyone was allowed to work from home with full salary. Special 3 days paid leave is given to employees for RTPCR testing and in case of individuals contracting disease 17 days paid leave is granted as per policy.
- 5 ATMs are available within 5o mts radius and 8 ATMS are available within 100mts radius for easy money transactions.
- In and around the campus, various food centers are accessible by staff during the working and extended hours.

In a nutshell, the Institution strives hard to keep its staff happy and healthy.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 15.81

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	1	5	6	9

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2.2

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	2	2	0

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 13.5

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	14	0	2	3

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

The institution has effective welfare measures for the teaching and the non-teaching staff. Welfare measures taken for the staff reflect on their output and selfless contribution towards the tremendous growth of our Institution.

- Medical Leave & Maternity leave of 90 days for eligible staff members
- As the Institution has a multicultural environment in the campus, the management ensures the celebration of different festivals like Saraswati Puja, Ganesh Puja, Biswakarma Puja, with the participation of students, faculty, and the administrative staff.
- Internet and free Wi-Fi facilities are also available in campus for staff
- Good hygienic food is available in our college canteen with affordable food.
- Faculty members are provided with Individual cabin and system to facilitate good ambience.
- Rest Room is available to allow teachers and staff to take rest in case of sickness.
- Teaching and Non-Teaching Staff Club organizes picnic, and sports activities like badminton tournament, Cricket fest for the faculty and staff.
- Faculty development programs(FDP) for faculty members on regular basis
- Skill development courses are organized for non- teaching staff to enhance their skills in work environment.
- To inculcate good culture within the students Teachers Day is celebrated every year as a practice.
- Financial Assistance for genuine emergency medical cases with due approval of Executive

Director.

- All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program
- Automation of attendance and leave using biometric system
- Uniforms are available for the staffs and students at very low cost.
- Tea is provided to all teaching and non teaching staffs twice a day and at times during examinations, sip presentations, official meetings snacks are also distributed from time to time.
- During covid pandemic times everyone was allowed to work from home with full salary. Special 3 days paid leave is given to employees for RTPCR testing and in case of individuals contracting disease 17 days paid leave is granted as per policy.
- 5 ATMs are available within 50-meter radius and 8 ATMS are available within 100mts radius for easy money transactions.
- In and around campus, various food centers are available which are accessible by staff during the working and extended hours.

In a nutshell, the Institution strives hard to keep its staff happy, healthy, and effective.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Our institute conducts internal and external audits regularly at the end of each financial year. There is an established mechanism for this and the audit is done by a reputed firm **PBSD& ASSOCIATES Chattered Accountants** following the accounting standards accepted and in practice in India. Utmost care is taken by both the Institute and the auditing firm to maintain ethical standards in accounting and auditing.

The financial transaction is accounted with the help of Tally and ERP by the institute. The auditor examines these transactions and examines basic evidence with genuine supporting documents. It also assesses the accounting principles used and also evaluates overall financial statements. All objections raised by the Auditor during the process are clarified by the accounts department of the institute. After the audit is over, the firm submits the Audit Report with true and fair view on financial statements.

Audit Procedures:

Sources of Fund

1. The major source of income is institutional fee collected from the students. All receipts are checked with the official admission list. Amount receivable as well as amount received is reconciled.

2. All other receipts like hostel fees, grants, old dues and miscellaneous e-portal receipts are also checked and reconciled.

3. All bank transactions are reconciled.

Use of Fund

1. All vouchers are checked with supporting documents and then classified into various heads of account.
2. Major payments like salaries are checked and reconciled with salary statements. Other major payments pertaining to seminar, workshops, B-School Meet, Annual Function etc. are reconciled with the budget.
3. Depreciation on fixed assets is calculated and treated appropriately.
4. Updated sundry statements are checked.
5. Whether the statutory payments like TDS. ESI are paid within due date and whether the statutory compliances are met during the year, are also verified.
6. During the audit process, due care is given for correctness in classification of revenue and capital expenses.
7. Any objections and clarifications raised by the audit team are clarified on a priority basis.

Preparing Accounting Statements

1. After the audit is over, the firm submits the Audit Report and various Accounts Statements like "**Income Expenditure statement**" and "**Balance Sheet"** with annexures and schedules duly signed by the Auditor and Management representative to the institute.

1. The institute interprets various aspects of the reports and statements and takes suitable action as per its requirements.

For good accounting and auditing purpose, proper book keeping is a pre-requisite which is ensured by the accounts department led by the Accounts Officer. Similarly, ledgers are properly maintained and checked by him regularly. Due diligence and ethical practices are followed as far as possible to ensure a transparent accounting system.

File Description	Document
Upload any additional information	View Document

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

Response: 3.87

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

2020-21	2019-20	2018-19	2017-18	2016-17
00	0.827	0.892	1.05	1.10

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The financial management and resources mobilization is monitored by the Institution. The finance committee of the Institution meets at least twice a year and deliberates about the financial planning and position of the Institution. The financial resources management is supported by the Institution' s strategic plan which includes financial best practices in the deployment of resources making creative and effective use of resources. The annual plan for infrastructure and physical assets augmentation is assessed every year and a budget is prepared. Presently the institution has a self-financing system that is managed by its own resources.

The resources mobilization policy seeks to guide the Institution's efforts towards building strong finance to provide a sound base for its programs. It reviews the Institution's funding pattern, provides guidelines and strategies for mobilization resources to support the implementation of the Institution strategies and plan and the ultimate fulfillment of its vision and mission.

The Institution has planned to broaden different ways of sourcing funds from MDPs and collaborations, etc. in the next two years.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

The IQAC cell of BIITM is committed to continuous quality enhancement of the institute by taking timely steps to tackle any unforeseen circumstances. Faculties are also motivated to attend more and more FDP's for self-development and BIITM is happy to share that faculties have completed a lot of certificate courses and FDP on AICTE, MOOC, and other Digital Platforms. In response to the dynamics of the external environment, IQAC adapts the best practices to ensure optimal functioning. The two aspects on which IQAC has emphasized and continuously worked upon its improvement since its formation encompass:

- **Summer Internship Projects (SIP)**
- **Digital Transformation of the Education System**

As it is a known fact that a SIP constitutes the most important aspect of a management program where a student not only gets a hands-on experience of working in the industry but also develops problem-solving and analytical skills. BIITM follows the strict SOP for guiding students for SIP. Emphasis is given on primary as well as secondary data collection and giving them first-hand experience to students in conducting research. After the pandemic hit students were unable to visit companies and collect data for their research. At that time, a decision was taken to shift focus to secondary data project reports. The students were given topics related to specific companies and were asked to research by collecting, analyzing, and interpreting data available from secondary sources like company websites, trade journals, published articles, etc. The major learning which students got out of it is was that they learned how to interpret already existing data related to financial statements, calculation of ratios and their effect on the financial standing of companies, marketing strategies adopted by companies, competitor analysis, customer base analysis, etc. This change in SIP pattern was highly appreciated by Dr. S.R Mohapatra (Dean, MBA, BPUT) and it was also adopted by BPUT and adopted by affiliated institutes to conduct SIP on similar lines.

Another aspect on which IQAC has worked hard is on the Digital Transformation of BIITM after the pandemic hit. For that, a lot of efforts have been put to make academics a smooth sailing experience even after Covid-19 and students do not miss a single opportunity of self-development. Classes, SIP presentations, Case study discussions, webinars, seminars all shifted to the digital platform with help of G-Suite and ZOOM. During this pandemic, BIITM created an SOP and feedback system for online classes, which has helped teachers in improving their articulation during online classes. Teachers were briefed as to how they need to shift their focus from the traditional way of teaching to making PPTs effective in the online teaching mode. Class activities and case studies tailored to the online mode are used for better understanding of students. A lot of webinars were conducted during lockdown for student's skills development related to building resilience and impact on the education system. Add-on courses as Data Analytics, Digital Marketing, etc. are also provided.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

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

Response:

The IQAC cell at BIITM has been assiduously pursuing the continuous refinements of the teaching learning process through periodic interventions.

There are a few areas of teaching learning reforms facilitated by IQAC which are continuously reviewed for improvement, especially after pandemic, but the maximum focus has been on radically improving the outcomes in the following two areas:

- Preparation of Study material for the students
- Preparing the students for the new pattern of exams

PREPARATION OF STUDY MATERIAL

BIITM has since its inception has been continuously working on enhancing the quality of study notes provided by faculties to students for their respective subjects. The sole motive behind providing study notes is to ensure that students are better equipped to gain theoretical insights from a variety of sources (*not limited to library reference books*) essential from the examination perspective. A new format of study notes shared through the library should comprise the points mentioned as under and is followed by every faculty member in the preparation of study material.

1. Course objective and learning outcome
2. Course curriculum
3. List of text book and reference books
4. Lesson plan with evaluation components
5. Faculty Profile
6. Table of content
7. Module wise content on various topics
8. At the end of every module MCQs related to those topics
9. One case study / exercise after every module
10. Inviting an external resource person to shed light on a few chosen topics virtually

The IQAC is in the process of standardizing a study kit for the students prior to the commencement of each semester. This is expected to assist the students in having a bird’s view of the subject before the commencement of classes and to empower them.

PREPARING THE STUDENTS FOR THE NEW PATTERN OF EXAMS

The lockdown and shutdown brought about by the Covid pandemic resulted in radical changes being instituted in evaluating students through a new examination pattern which was profoundly different from the typical pattern in existence in the past. This radical change resulted in great mental stress on the students in preparing for the final university exams.

To ensure that the transition to a new pattern of exams was smooth and seamless from the students'

perspective, IQAC cell took some judicious steps.

To make students examination ready, IQAC immediately asked all the B School faculties to prepare a minimum of 120 MCQs for each subject comprising 30-40 MCQ from each module along with answers and share the same with students for preparation. This exercise which started in 2020 was repeated in the year 2021 and has led to enhanced learning outcome as well as outstanding exam results.

Early anticipation of question patterns and discussion of MCQs in class by subject teachers have given immense confidence to students to face online exams. Our students passed all online exams with flying colors achieving good CGPAs.

IQAC since its inception has been committed to bringing in continuous improvement in the teaching-learning process for the betterment of students and the B School as a whole.

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

BIITM has always put focus on the issues of gender equity and sensitization. During the past five years, a number of measures have been taken by the institute on the matter as listed below:

The institute has a dedicated internal complaints committee on sexual harassment. The committee comprises of one senior lady faculty member as the presiding officer, four lady members (three faculty members and one non-teaching staff), and three student members. Girl students in the campus as well as lady employees are encouraged to submit their complaints/issues (if any) from time to time to any lady member of the committee for taking up the necessary action.

BIITM also has a Maternity leave policy wherein lady employees are granted paid maternity leave. The institute has always extended full support in this regard.

Apart from the regular campus, BIITM also provides the facility of girls' hostel to students. The hostel comprises of furnished rooms, washrooms and other facilities. The students are also provided with meals (including breakfast, lunch, snacks and dinner). Transportation facility has also been arranged to ferry the students to and from the college campus. Additionally, the hostel has a full-time lady superintendent to supervise and assist the residents.

BIITM has made an effort to ensure good gender balance as far as students and employees are concerned. As of now, the male to female ratio in terms of both students and employees stands at nearly 60:40.

In terms of infrastructure, the college campus has dedicated girls' washrooms on every floor, ensuring all basic necessities like continuous water supply, liquid hand wash, dustbins and clean and well-maintained cubicles.

BIITM has also carried out certain events as follows:

- Celebration of International Women's Day every year to raise awareness about the status and dignity of women among the students. Various competitions on the theme have also been conducted.
- BIITM, in association with P & G organized a personality grooming workshop for MBA final year students on 23rd October, 2017. The session threw light on various aspects of grooming for interviews and corporate life.
- A workshop on "awareness against gender based violence" was organized on 29th September, 2018 at BIITM wherein Dr.Rita Ray, Adjunct Professor in Sociology, Utkal University, Bhubaneswar delivered a talk on sensitization of youth to reduce gender related violence.
- BIITM organized a seminar on "youth to end violence against women" on 5th March, 2020, with an address by Ms.Snigdha Panigrahi, Former member of Women's Commission for Odisha. She raised awareness about various types of crimes against women and basic rights of women.

- A workshop on “gender and social issues” and poster competition was held on 16th February, 2019 with Mr.Khan, FPM Scholar, XIMB as speaker to sensitize youth regarding gender related violence.
- A talk on “sustainable menstruation – safety and sanitization” was organized on 29th January, 2018 wherein Ms. Smruti Rekha Mohanty, Social worker, Greentherd campaign sensitized girl students on women’s health and hygiene through sustainable menstrual practices.

File Description	Document
Link for annual gender sensitization action plan	View Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

In the area of Waste Management, BIITM uses the globally accepted benchmark of Reduce, Recycle and Reuse process.

Some examples under heads are provided to showcase BIITM's commitment to Waste Management in general and promoting a green environment in particular.

Reducing, Recycling and Reusing

- While taking printouts, both sides of the paper are used in the campus
- Unused paper from notes is being used for drafting and rough calculations
- Plastic in general is shunned by the B School and instead jute bags and paper bags are used predominantly
- Students and faculty are encouraged to use fountain pens instead of ball point pens
- Old newspapers are used as packing material
- Use of reusable napkins made of cloth instead of paper
- Preference is given to glass bottles in place of plastic bottles

The B School has instituted formal processes for disposable of solid, liquid and e-waste, etc.

Solid Waste Management

Solid waste is collected from the B School premises twice daily and collected in large reusable dust bins. This waste is stored in a large cart and collected by municipal authorities daily.

Liquid Waste Management

Liquid waste is collected in a septic tank. When the septic tanks limit is reached then the municipal vehicle is called which gathers the waste by using suction pumps. The B School does not use or promote manual scavenging.

Rain Water Draining system

Rain water is collected in large tanks and this water is used in watering the lawns and gardens located within the B School campus.

E-Waste Disposal

There is some generation of E-Waste in the B School due to the use of computers, laptops, networking equipment, printers, photocopier machines, etc. The B-School has signed an MOU with Hulladek Recycling Pvt. Ltd. who collects the E-Waste specified by the B-School on regular intervals. BIITM has also received a certificate of E-Waste recycling for ethical collection and channelization for recycling of E-waste from Hulladek Recycling Pvt. Ltd.

Green Audit was done in Feb 2021 where student members of Eco-Club were trained on Waste handling and disposal.

Additional Initiatives

The B School has taken additional initiatives to create awareness among the students and faculty members to create a hygienic and waste free environment, which goes beyond not littering.

To reduce the carbon foot print, students and faculties are encouraged when possible, to

- Walk or cycle to the campus as per feasibility
- Share rides on 2 wheelers and 4 wheelers as far as possible
- Use public transport at least once a week
- Use glass bottles instead of plastic bottles

Outlined above are a few ways by which the B School tries to create a salubrious ambience by following waste management methods

File Description	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

BIITM has always worked in direction of inclusivity and oneness and it can be seen in various aspects of

the institute.

One of the most important aspects of inclusivity can be seen in the recruitment policy of the institute, as the institute hires people from all over India from different cultural and religious backgrounds. BIITM comprises faculties from North India, South India, and East India backgrounds, this a great step for the dissemination of different cultures to students through these faculties.

Students in BIITM also come from all different regions from all over India. Students from different backgrounds while living together in a hostel also give them a chance to learn and mingle with diverse cultures.

The college always encourages students to organize and participate in different programs organized by college, intercollege, and at the university level, to make them sensitize towards cultural, regional, linguistic, and socio-economic diversity. The college has organized many programs in the past to promote cultural inclusiveness among students like Odissi Dance, Bhangra, Sambalpuri Dance, and other regional dance forms. College also organized in past a poster competition and AD MAD show on social issues of society where many students from different colleges took part. Topics on which students presented were mensuration and safe hygiene, poverty, efficient utilization of natural resources, save the environment, etc.

College also organizes visit to orphanages and old age homes to sensitize students about difficulties faced by them, and also to learn from a socio-economic point of you.

College without fail encourages students to organize and celebrate all festivals like Ganesh Puja, Saraswati Puja, Diwali, Holi, Nuakhai, etc to knit them close to the cultural roots of our country.

For the last two years, the college has also made a point to celebrate National Integrity/Unity Day where students take the oath to remain united as one and fulfill their obligation towards society.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

BIITM has always emphasized on sensitization of students and employees of the institution towards constitutional obligations – values, rights and responsibilities of citizens. A number of initiatives have been taken up in this regard.

Every year, during the induction programme of MBA and Integrated MBA students, an oath taking session is organized. The students take an oath that they will strive to be good and responsible citizens of the country by discharging its constitutional duties towards the nation and will focus on their studies, adhere to

the rules and regulations of the institute, display a high standard of discipline and morale, stay away from ragging and other such immoral activities.

BIITM celebrates Independence Day and Republic Day every year wherein the Preamble of the Constitution of India is explained to the students by the principal, followed by the National Anthem.

The institution has also held a Mock Student Parliament session on 1st October, 2018. The topic of debate for the session was – "Are government initiatives towards employment generation going to solve the unemployment problem in our country?" The session gave exposure to the students about the parliamentary set up.

BIITM celebrated National Integration Day on 31st October, 2018 to commemorate the birth anniversary of Sardar Vallabhai Patel. On the occasion, an oath taking session was held wherein the principal, employees and students vowed to promote national unity and integrity.

The World Consumer Rights Day was observed in the institution on 15th March, 2021. The purpose of celebrating this day was to raise awareness about consumer rights and needs. It highlighted the importance of consumer rights protection and the need for standing up against market abuses and social injustices that undermine these rights.

BIITM also observes Panchayati Raj Diwas every year in order to make students aware of the importance of Panchayati Raj system in the country.

The institute also organizes events on special days such as World Student's Day, which focuses on access to education for students around the globe, and International Women's Day in order to raise awareness about the status and dignity of women. Poster making competition has also been organized on the theme. Besides this, World Aids Day is also observed in BIITM to raise awareness about prevention and control of AIDS. The institute observes Yoga Day every year to promote overall health and fitness of body, mind and soul.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

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

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

BIITM makes wonderful efforts in celebrating the national and international days, events and festivals throughout the year. The institute organizes all these activities throughout the academic year to promote holistic development of students. The celebration of these activities and important events, memorial days, festivals promote moral values in the students. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout.

BIITM celebrates **Independence Day and Republic Day** every year wherein the Preamble of the constitution of India is explained to the students by the Principal, followed by national anthem. On this occasion programme starts with flag hosting by the Principal and all students, faculties and staffs sings the national anthem. Principal then addressed the gathering by urging them to take pride in being an Indian and fulfilling once duty with responsibility.

BIITM celebrated **National Integration Day** on 31st October 2018, to commemoratate the birth anniversary of Sardar Vallabhai Patel. On this occasion, an oath taking session was held wherein the principal, employees and students vowed to promote national unity and integrity.

International Women day is also celebrated in our college on 8th March every year. The day is used to recognize women who have made significant contribution to the advancement of their gender. The day is celebrated under auspices of women cell of the college. The world **Consumers Rights Day** is also observed every year on 15th March. The purpose of celebrating this day was to raise awareness about consumer rights and needs. It highlighted the importance of consumer rights protection and the need for standing up against market abuses and social injustices that undermine these rights.

International Yoga day is also celebrated on 21st June every year in the college. The day aims to raise awareness of many benefits of practicing yoga. It is celebrated to spread awareness about importance and effects of yoga on the health of the people.

Teacher’s day is also celebrated on 5th September every year to celebrate the birth anniversary of Dr. Sarvepalli Radhakrishnan. It has become a tradition in BIITM that **Teachers' Day** is a special day for the appreciation of teachers, and includes celebrations to honor them for their special contributions.

The birth anniversary of Sardar Vallabhbhai Patel on 31st October is celebrated as **National Unity Day**. It is a day of special occasion to encourage and reinforce the government dedication to preserve and strengthen unity, integrity and security of nation.

To create awareness towards Corruption, **Vigilance Awareness Week** is observed on 31st October, of every year in support with East Coast Railway, Indian Oil Corporation.

National Students' Day is observed on October 15 to commemorate the birth anniversary of the 11th President of India, Dr Avul Pakir Jainulabdeen Abdul Kalam aka APJ Abdul Kalam.

BIITM also observes **Panchayati Raj Diwas** every year in order to make students aware of the importance of Panchayati Raj System in the country.

File Description	Document
Link for any other relevant information	View Document

7.2 Best Practices

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

Response:

Best Practice-1

Title of the Practice-Outcome Based Quality Academic Input

Objective: BIITM has been focusing on providing quality academic inputs which have resulted in desired outcomes as evidenced by the students securing gold medals more than once under the university's evaluation process. The academic inputs provided by the B School are process-specific instead of being faculty-specific, thereby ensuring that the student's learning happens at multiple levels such as in classrooms, in the field, in the marketplace and corporates. This leads to a holistic comprehension of the subject with practical insights providing a major stimulus apart from classroom discussion.

The Context: Learning is not limited to pedagogical interactions with the faculty but is pervasively experiential as this leads not only to understanding the concepts but also experiencing first-hand the reality of its application where it matters most- the marketplace. Each student is allowed to experience many touch points in a subject, including the faculty, alumni, corporate leaders, customers, etc. This leads to understanding the context under which the subject is being taught and not simply an exercise in scoring

marks. The multifarious inputs provided by the B School not only enables the development of core understanding and appreciation of a subject but also leads to students donning the hats of intuitive leaders in making choices. The tools employed by the B School to provide impetus to the students' learning have resulted in a far better understanding of the subjects than would have been possible through classroom teaching.

The Practice: BIITM takes the following measures standardly to improve outcome-based quality inputs which have had a salubrious impact on the students learning.

- Curriculum Delivery and Examination: The institute delivers high-quality pedagogy as per the university curriculum. Post examinations, evaluation is time-bound, and the answer scripts are shown to the students to ensure transparency in assessments.

- Case Study Methodology: Faculty members give cases to students for classroom discussion. Students analyze the cases for identifying the actual problem, and finally providing multiple solutions.

- Role-Plays: These give the students a whiff of the market realities they would be encountering as managers, customers and providers.

- Field Visits: Students are sent to various business houses and markets to gain hands-on experience and subsequently report their findings.

- Internships: All students do a mandatory internship and on completion they submit a report and present their findings to a faculty committee and an external expert. This practice found resonance at the university level and has been adopted by the university as the de facto standard for all constituent institutes.

- Value Added Courses: To keep abreast of latest market trends, new courses beyond the curriculum are provided to the students.

- English Proficiency: In the 1st year the students go through rigorous sessions on an English

proficiency course. This helps the students in understanding the intricacies of the English language for effectively improving their verbal and written communication.

- Industrial Visits: All students are taken for industrial visits with prior planning to get a glimpse of the dynamics of various companies and their personnel. In the past the students have visited a number of companies.

- Tutorials for Slow learners: BIITM has instituted the practice of providing tutorial classes for slow learners. The students are identified by the respective mentors based on their performance and are motivated to join the tutorials.

- Transparent Student feedback regarding faculty: BIITM collects faculty feedback from students which is compiled and analysed by the Dean and the Principal, who in turn discuss the potential areas of improvement with the concerned faculty concerned.

- Students' clubs: Several clubs are functional on the campus, where students participate enthusiastically in various activities related to different functional areas and learn in an informal and fun-filled environment

- Attendance monitoring: Mentors assiduously monitor the attendance of the students. BIITM has also instituted awards for the students showing 100% attendance record

- Result Analysis: At the end of each semester, the results of the students are analysed and compared with the previous year's results.

Evidence of Success: The B School's initiatives in academic enrichment have paid off to a large extent. BIITM is proud of the fact that in the last 5 years, two of its students have secured the coveted Gold medal conferred by the university for excellence in academic performance. Another student is expected to bag the Gold medal during this academic year. All the aforementioned practices have catapulted BIITM to be among the few B Schools which have an enviable reputation of attracting bright students in large numbers attributable chiefly to word of mouth of the outgoing students and alumni. Unlike the other B Schools, BIITM does not spend its resources in advertising or promoting heavily in the media. In the current year, the seat allocation for the MBA course was increased from 180 to 240 and the B School is proud of the fact that all the seats have been filled up. Student-Faculty interaction beyond classrooms has further enriched

the academic process for the benefit of the students. The B School strives to go beyond the university curriculum to bring the latest trends in the marketplace to the students, which in turn have immensely benefited students during their final placements.

Problems Encountered and Resources Required: Initiatives in the areas of strict attendance monitoring and result analysis sharing with parents and guardians faced stiff resistance from the students initially but have come to be accepted by the students gradually. Given the essentiality of involvement of all the stakeholders including faculty, promoters, university (BPUT), B School management, students and guardians, there is a necessity to keep everybody in the loop (24/7 365 days) by investing in an ERP system which flawlessly takes care of all the activities of the B School. There is an ongoing discussion at the management level to invest in such a system that makes the information flow in the B School seamless.

Best Practice-2

Title of the Practice-Placement Initiatives

Objectives of the Practice: The aspirations of the students and parents are to get a job offer through the course. BIITM has taken complete cognizance of this aspect and has invested in making its placements one of the best. The B School has appreciated this core expectation of the students and has built a vibrant eco-system that satiates the student's expectations to its hilt. Placements are one of the chief differentiating factors of a B School when compared with others. Our motto is to provide every student with a bouquet of job opportunities catering to their choice of the specialised area.

The Context: The society at large progresses when its youth are productively employed. The B School has envisioned this dire need by fostering a vibrant placement ecosystem. BIITM is proud that not a single corporate entity that has visited the campus physically/virtually has walked away empty-handed due to the paucity of qualified students. The placement team targets 100% placements year after year for its MBA and IMBA students. The B School has instituted several processes to reach this noble objective. Our students come from different backgrounds and regions of Odisha and neighbouring states. To bring the entire body of students to a standard benchmark needs a humungous effort in terms of conducting soft skills sessions diligently and consistently. The fruits of the labour (from the inception of a student’s journey in the B School to his/her final graduation) are visible in the flawless placement record of the B School.

The Practice: BIITM has instituted the following practices in achieving its placement goals and objectives every year.

- Skills Enrichment: Soft skills training having both verbal and non-verbal components are imparted to students to help them thrive during placements. Faculty members having several years of corporate exposure train the students on the aforementioned skills.

- Aptitude Mapping: Most companies conduct an aptitude test as part of their recruitment process. Hence all the students are guided and trained by faculty members on the nuances of cracking aptitude tests.

- Mock GDs and PIs: Students are put through several sessions of mock GDs and PIs as a preparatory step towards the placement process. These aspects are handled by the B School's experienced faculty. GD/PIs which are a sine qua non of a student's placement preparation are being practised concurrently with academic subjects from the beginning of a student's academic career at BIITM over a period of two years.

- Pecking Order: The aforementioned exercises are measured quantitatively and the students are ranked according to their merit. This ranking is done at the very beginning of a student's placement journey (over a period of 3 intensive days) and every student is continuously assessed as the journey progresses. Students scoring high on the metric are taken through sessions to finesse their skills even more. Students who score low on this metric are selected for further inputs to strengthen their skills. The B School recognizes the inherent truth that sometimes good students may not have the skill sets which are predominantly evaluated by a company's HR professionals visiting the campus.

- Corporate Specific training: Before the visit of a company, selected faculty members provide company and industry-specific training to the students. This training is intended to foster the understanding of the students and to broaden their outlook in respect of the visiting companies.

- Alumni Guidance: Our alumni working in specific corporates are invited to guide the prospective students on their job-role expectations and selection criteria of companies. The prospective students imbibe such learnings in an informal atmosphere, which improves their performance during placement.

- Domain-Specific Training: With an objective to enhance the analytical ability of students, domain-specific training is imparted by the faculty to foster knowledge accumulation across semesters.

- Corporate Talk: BIITM regularly invites industry leaders and senior management personnel to interact with the students to provide a perspective of the evolving market.

Evidence of Success: A cursory glance at the BIITM website would tell the complete story about the number of companies that have visited the B School and the record of the student's placements for several years in the past. The placement eco-system which has been painstakingly put in place over the years has paid off with some of the reputed corporates visiting the campus. A calculation of the median salaries offered and the student's fees shows that the ROI of BIITM is exceptional in the Odisha B School market today. The activities which have been systematically put in place are periodically monitored to check for further improvements and to identify flaws that are immediately rectified. Over the years BIITM has gained a reputation as a B School which delivers on its promises and this has led to more and more bright students from different strata of the society clambering onto the BIITM bandwagon for fulfilling their dream of securing a firm foothold in the highly competitive Indian employment market. The increasing trust and belief of the students are carefully nurtured by the B School to be the top choice for prospective management students in eastern India.

Problems Encountered and Resources Required: The pandemic this year had delayed the placement process. Off-Campus drives have come to a standstill. Students who are normally groomed in the classroom for skill enrichment had to be groomed virtually. BIITM was among the first B Schools to respond positively to the pandemic and to take proactive steps for ensuring no disruptions in either academics or placement preparations by going online before the pandemic restrictions were imposed. Internal resources (like providing number of halls, logistics, and financial resources) are stretched during pooled campus drives with students from many B Schools coming to BIITM to participate in the placement drive.

Notes: The sanguine objective of all B Schools is to ensure 100% placement of their students. But to attain this objective all B Schools must put systems in place for grooming students on various soft skills from inception. This incremental, continuous and consistent approach year after year would bear fruit. There is an increasing trend among the corporates to recruit students based on virtual tests, GDs and PIs. All B Schools must recognise this reality and prepare their students accordingly.

File Description	Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Our distinctive thrust area is to provide every student with diverse opportunities for developing their personalities and broadening their outlook. Every year BIITM attracts students from all over Odisha and a few neighboring states. Students who join the B School at the beginning are strangers who have gathered together with a single purpose, to harness skills within a short time-frame and proudly graduate with a job in hand. The B School's task is to facilitate, guide and exhort the students to showcase their abilities through inter and intra-class engagements.

Some decisive steps taken to fulfill this objective every year are given below:

Orientation

A 5 days orientation Programme is arranged for new students which is their first touch point with the B School, their batch mates and their seniors.

Day 1 commences with a formal induction ceremony where the entire body of students get to know the top management, faculty and support staff. They are taken through the views of the advisor, principal and dean of the institution, followed by a formal introduction of all faculty and staff members. Focus is also placed on human values to provide the students a perspective of treating others with respect.

Days 2, 3 and 4 are devoted to familiarizing students with various subjects. A corporate talk is also arranged where top leaders interact with the students to understand the dynamics of the corporate sector. Gold medalists of BIITM also interact with freshers to inspire them.

Day 5 is the day where students participate in various competitions and cultural activities. Subsequently, new students and their seniors chalk out the various activities under the guidance of faculty members. This enables the new students to familiarize themselves with each other and the B School environment.

Case Study Presentations

Case studies are given by concerned faculty members, who further divide the students into groups, to facilitate enhanced discussion and acclimatization with the B School's pedagogical process.

Club Activities

BIITM has 4 clubs related to the areas of Marketing, Finance-Economics, Human Resources and Operation & IT. All Club activities are wholly student driven, where a group of 15 students from both freshers and seniors comprise the steering committee to take the club activities forward. These clubs provide in-depth learning of subject topics and concepts in an informal and fun-filled setting.

Participation in Inter-School Competitions

Students of the B School participate enthusiastically in a variety of competitions organized by universities and B Schools pan Odisha, which improves the outlook, enhance their self-esteem and boosts their

confidence. Our students have had the distinction of securing many awards and making the School proud.

B School Fest

BIITM organizes a B School Fest annually in which students from other educational institutions, especially B Schools are invited to participate in wide-ranging competitions and activities like playing simulation games, quizzing, treasure hunts and indoor and outdoor games which are entirely managed by the students. Sponsorship for the event is also managed by the students under the guidance of the faculties.

Sports

Badminton and Cricket tournaments are organized by the B School, in which all the students are exhorted to participate actively. This year the B School is planning to introduce athletic sports to spur better participation.

Placement

Placement in the B School is entirely student-centered. At the beginning of the academic year, mentors are asked to identify students who are designated as SPC (Student Placement Committee) members. SPC's role is to assist the placement team in contacting prospective companies, finalizing dates, organizing the hiring process, welcoming the corporate personnel to the campus and conducting the company-specific placement process. These responsibilities improve the student's connectivity with the corporates and act as a harbinger of a bright career.

Functions in the Campus

All the functions, seminars, corporate talks, etc. are hosted by student volunteers who not only welcome guests and present bouquets but also arrange ICT tools and finally give the vote of thanks.

Annual Day

The annual day of BIITM is the biggest event taking place annually. Eminent guests are invited who give inspirational speeches. This is the occasion when students are awarded for their achievements in sports, cultural activities, academics, etc. The entire fraternity of the B School participates in the function. This event is suffused with cultural shows, song, dance, playing instrumental music, ramp walk, etc. This is an ideal platform for students to showcase their cultural skills. Typically, the annual function is either held in a large auditorium or a hotel convention hall.

Mentor-Mentee Meetings

BIITM faculties take these meetings seriously. At the beginning of the academic journey of the students, each faculty is assigned mentees who act as the first point of contact with the students. The mentors provide guidance and counselling, and solve problems of their mentees as and when they arise. Every faculty motivates students to keep in touch for academic and non-academic issues through a plethora of interactions in face-to-face interactions, emails, social media and SMS modes.

In conclusion, BIITM takes several initiatives to provide a variety of options to its students to make them realize their full potential, while also providing exceptional opportunities to showcase their skills and

improve their abilities. The B School has, for several years since its inception in 1999 tried to build leadership potential among the students in both academic and non-academic spaces. The results are apparent as two of the students of the B School have been awarded the coveted Gold medal by BPUT for their academic achievements while scores of students have achieved accolades for extra-curricular activities. BIITM tries to create an ambience which can be pithily described as a HOME AWAY FROM HOME. This is evident from the fact that every student carries colorful memories of their involvement with the B School for life.

File Description	Document
Link for any other relevant information	View Document

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5. CONCLUSION

Additional Information :

BIITM's faculty team has been interacting with the student community annually in different educational institutions (+2 and degree level) through seminars and webinars to broaden the mental horizon of the students on the availability of career options in general education space, in management, technology, accountancy, banking, government service, BFSI, retail, hospitality sector, etc. This outreach to colleges in the community to share vital career related inputs with the students has been an annual exercise which has been conducted by BIITM faculty over the past few years. The institute also conducts Graduate Meet for Graduate students where they participate in various competitions and management games.

The B School conducts an annual academic audit exercise which is carried out by external resource persons (two professors from other universities), whose report is submitted to the university.

The measure of quality of the education provided by the B School is reflected through continuous excellence in academic results secured by the students. The institute has produced two university gold medalists and expects one more for the year 2020.

The B School has been organizing a B-Fest every year, in which students from various colleges across the state participate and showcase their talent, creativity and knowledge. This Fest provides an opportunity to the students of BIITM to interact with their peers and exchange new ideas, knowledge and insights. For management students, these B-Fests are important as this enables students to pit their wit and wisdom with their peers, and the learning leads to higher levels of self-esteem and confidence in one's abilities. The students of various institutes including XIMB, IIT, NIT, BIMTech and many others attend the event.

In the near past, a CSR Cell has also been formed to discharge the institutes social responsibilities in the areas of health and education. The institute is in the process of adopting a school with the noble intention of developing the quality of education.

Concluding Remarks :

BIITM has been in a path of continuous development since its inception and has been quick in identifying its grey areas for immediate action. The IQAC Cell and the Academic Committee of the institute are vibrant and work closely on areas of improvement. The IQAC Cell is keen in improving the research and collaboration aspects of the institute with industry and other organizations. The institute plans to conduct an MDP in the near future and involve its talented faculties and students in consultancy activities.

BIITM has a proud pool of alumni who are working in various sectors in reputed establishments within the country and abroad. The connectivity needs to be more intense so that they can be a part of the development of the institute. The institute has a futuristic approach towards achieving this and has an action plan ready for this.

The multifarious activities being organized by BIITM, whether through its teaching-learning process or through its stupendous record in providing placements to almost all its students, have made it a cynosure of management education in the state of Odisha and eastern India. This student-centricity has paid rich dividends by attracting students with a burning ambition to the school's fold. The fact that from a modest 60 seats a few

years back, the seat allocation has increased to 240 is a testament of the BIITM's increasing popularity among all its stakeholders.

BIITM's credo of achieving 360-degree transformation in the personality of its students has added a glimmer to the learning process. A separate cell within the B School is constituted to engage the students in developing good English communication, soft and interpersonal skills.

BIITM in a short span of a decade has successfully carved a niche in the management space in Odisha (and in eastern India to an extent). Its commitment to good management education at an affordable cost is evident in all its activities. Through its multifaceted approach to education, it has been successful in *kindling the flame of knowledge* among the students a testament to Socrates, the Greek philosopher, and humble compliance of his central tenet of education.

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6.ANNEXURE

1.Metrics Level Deviations

<table>
<tr><td>Metric ID</td><td>Sub Questions and Answers before and after DVV Verification</td></tr>
<tr><td>1.1.3</td><td>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: C. Any 2 of the above</td></tr>
<tr><td>1.3.3</td><td>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

1.3.3.1. Number of students undertaking project work/field work / internships
Answer before DVV Verification : 198
Answer after DVV Verification: 196</td></tr>
<tr><td>2.1.1</td><td>Average Enrolment percentage (Average of last five years)

2.1.1.1. Number of students admitted year-wise during last five years
Answer before DVV Verification:
<table>
<tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr>
<tr><td>280</td><td>217</td><td>217</td><td>217</td><td>181</td></tr>
</table>
Answer After DVV Verification :
<table>
<tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr>
<tr><td>280</td><td>217</td><td>217</td><td>217</td><td>183</td></tr>
</table>
2.1.1.2. Number of sanctioned seats year wise during last five years
Answer before DVV Verification:
<table>
<tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr>
<tr><td>300</td><td>240</td><td>240</td><td>240</td><td>240</td></tr>
</table>
Answer After DVV Verification :
<table>
<tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr>
<tr><td>300</td><td>240</td><td>240</td><td>240</td><td>240</td></tr>
</table>
Remark : Edited as per data provided</td></tr>
</table>

3.5.2 **Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

3.5.2.1. **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	3	2	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	2	1	1

Remark : 1. Observation acepted and done correction.Edited as mask distribution /food distribution activity can not be consider here

5.1.4 **Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

5.1.4.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
234	180	180	193	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
234	180	180	193	00

Remark : Detail regarding resource person not provided

5.2.1 **Average percentage of placement of outgoing students during the last five years**

5.2.1.1. **Number of outgoing students placed year - wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
143	144	155	125	143

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17

	143	144	155	125	143

Remark : Edited as per conformation from HEI

6.4.2 **Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**

6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0.55	0.96	0.85	1.38	0.12

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	0.827	0.892	1.05	1.10

6.5.3 **Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : B. 3 of the above
Answer After DVV Verification: C. 2 of the above

7.1.6 **Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:**

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Answer before DVV Verification : A. Any 4 or all of the above
Answer After DVV Verification: B. 3 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
112	96	69	59	49

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
112	96	69	59	049

1.2 **Number of programs offered year-wise for last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	2	2

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	3	2	2

2.1 **Number of students year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
563	469	434	379	350

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
563	529	494	379	350

2.2 **Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
174	137	137	137	137

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
75	60	60	60	60

3.2 **Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
185.16	239.71	232.20	219.49	201.78

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
182.59	238.52	218.64	218.74	200.16

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