



# Swami Vivekananda College of Science &Management, Baniatangi, Khordha, Odisha

*(Approved by AICTE, Govt. of India & Affiliated to Utkal University, Govt. of Odisha)*

## MANDATORY DISCLOSURE

<b>1. Name of the Institution</b>		: SWAMI VIVEKANANDA COLLEGE OF SCIENCE AND MANAGEMENT (SVCSM)
<b>Address of the Institution</b>		
		172,Ananta vihar,pokhoriput Bhubaneswar,Odisha
<b>City &amp; Pin Code</b>		: Bhubaneswar- 751020
<b>State / UT</b>		: Odisha
<b>Phone number with STD code</b>		: 9337335626
<b>FAX number with STD code</b>		: 0674-
<b>Office hours at the Institution</b>		: 10 AM to 5PM
<b>Academic hours at the Institution</b>		: 10AM to 5 PM
<b>Email</b>		: <a href="mailto:svcsm.pect@gmail.com">svcsm.pect@gmail.com</a>
<b>Website</b>		: <a href="https://www.svcsmmbbsr.org/">https://www.svcsmmbbsr.org/</a>
<b>Nearest Railway Station(dist in Km)</b>		: 1.1km,Bhubaneswar
<b>Nearest Airport (dist in Km)</b>		: 2.5km,Bhubaneswar
<b>Type of Institution (Govt. / Govt. aided / University Dept / Deemed Univ / Private-Self Financed)</b>		: Private-Self Financed
<b>Category (1) of the Institution Non-Minority / Minority specify minority</b>		: N.A
<b>Category (2) of the Institution Co-Ed / Women only</b>		: Co-Ed

Name of the Organization Institution under PECT	: "Swami Vivekananda College of science & management Operated by Promodini Educational& Charitable Trust"	
Type of the organization	: Trust	

Society / Trust / A company established under Section 25 of Companies Act 1956 / PPP / BOT

Address of the organization : Plot.No. 1297/2739, SaradaNiwas

Kapilaprasad, Bhubaneswar-751002,

Khordha, Odisha registered with

: Govt. of Odisha

Registration No.& date : 3635/07.04.2004

Website of the Trust : <https://utkaluniversity.ac.in/>

Name of the affiliating University / Board : Utkal University, **Odisha, Address** :  
**Bhubaneswar – 752 054 (Odisha)** Website: <https://utkaluniversity.ac.in/>

Latest Affiliation period : 2025-2026

Name of Principal / Director: **Prof. Rashmi Rekha Roy**

Exact Designation	: <b>Principal</b>
Mobile number	: 9438047876/7008481445
Email	: <a href="mailto:roy.rashmirekha53@gmail.com">roy.rashmirekha53@gmail.com</a> : <a href="mailto:svcsm.bbsr@gmail.com">svcsm.bbsr@gmail.com</a>

### GOVERNANCE

Sl. No.	Name & Designation	Position
1	<b>Er.Ashis Kumar Patra</b>	<b>Chairman (Chairman , PECT)</b>
2	<b>Smt.Sharmista Jena</b>	<b>Member (Vice-Chairperson, PECT</b>
4	<b>Smt. PramodiniPatra</b>	<b>Member (Trustee, PECT)</b>
6	<b>Nominee State Govt. in SD &amp;TE Dept.</b>	<b>Member</b>
7	<b>Nominee Vice-Chancellor, UTKAL UNIVERSITY</b>	<b>Member</b>
8	<b>Nominee of AICTE, ERO, Kolkata</b>	<b>Member</b>
9	<b>Dr.Subhasis Das</b>	<b>Member (Industrialist)</b>
10	<b>Prof.(Dr) Pravat Kumar Mohanty Former Professor, Utkal University</b>	<b>Member (Eminent Educationist)</b>

11	<b>Prof. Subrat Choudhury,READER SVCSM</b>	<b>Member (Staff Representative)</b>
12	<b>Prof.Bibhu Prasad Rout Reader-Cum-CAO,SVCSM</b>	<b>Member (Staff Representative)</b>

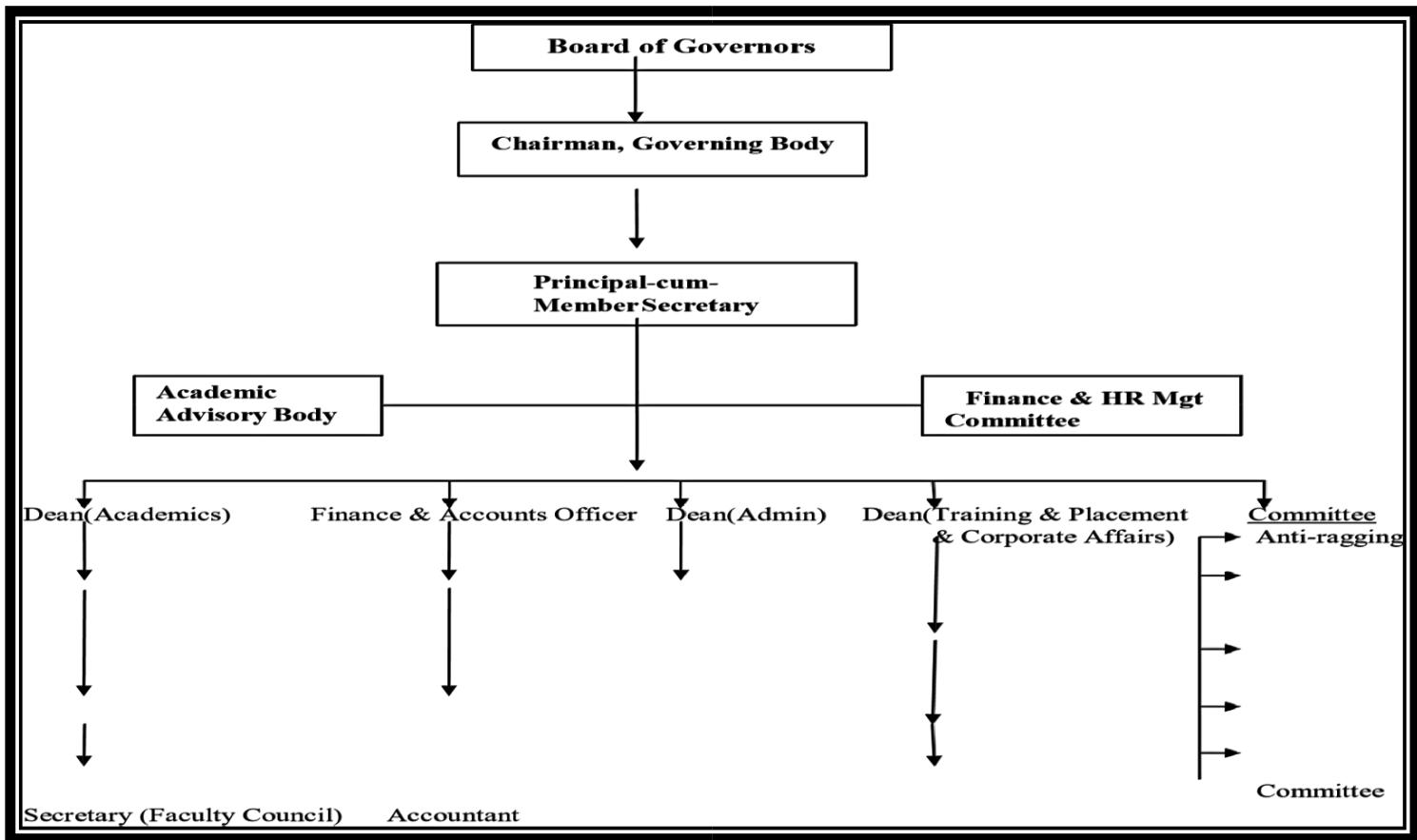
### **Governing Board Member**

1. Mr. Ashish Kumar Patra	—President
2. Dr. Nityananda Jati	—Principal -Cum - Secretary (Ex-officio)
3. Bibhu Prasad Rout	—Member (Teacher Representative)
4. Rasmirekha Roy	—Member (Teacher Representative Woman)
5. Mr. Rakhal Chandra Sahu	—Member( Non-Teaching Staff Representative)
6. Sri Priti Ranjan Jena	— Donor
7. Dr. Ehimasen Swain	— Educationist
8. Miss Reshma Kerketta	—Member (ST)
9. Mir. Asfaque Alli	—Member (Minority Community)
10. SmL Pramodini Patra	— Member (Woman)
11. Smt. Sharmistha Jena	— Member (Woman)

### **Academic Advisory Committee:**

***Frequency of meetings & date of last meeting: - 30/04/2025 Academic Advisory Body :***

***Frequency of Academic Advisory Committee Meeting: Twice (2) times in an academic session***  
**ORGANISATIONAL CHART & PROCESS**



A.O ( Govt,

SC/ST Committee

AICTE & University

Placement Officer

Student Redressal

### Grievance Committee

Faculty Accounts Asst. Maintenance Officer Student Affairs I/C ICC Committee RT I  
CELL A.O (Examination s) Store & Purchase Officer Alumni Affairs I/C

Librarian



Library Attendant

Infrastructure



Development



Engineer  
Office Assts.

A.O (Admission) Hostel Wardens

Institutions-Industry Interaction Cell



### **Nature and Extent of involvement of Faculty and students in academic affairs/improvements:**

Governing Body is the apex body for planning, taking policy decisions, formulating guidelines and giving a sense of direction for efficient management of the Institute. The Governing Body, while discharging the above roles recognizes the aims and objects of the promoting body and seeks suggestions wherever felt necessary. The day-to-day management of the Institute is vested on the Head of the Institute, who, in some matters, may seek the suggestion of the Faculty Council. All the faculty members of the Institute are members of the Faculty Council and take active part in day-to-day management by giving constructive suggestions for qualitative growth and development of the Institute.

### **Mechanism/ Norms and Procedure for democratic / good Governance:**

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

The institute ensures the following

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

### **Student Feedback on Institutional Governance/ Faculty performance:**

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

### **Following are the outcome and response of the Institute.**

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

## Feed- Back Mechanism

a) Student feed-back Mechanism on Academic Performance b) Institutional c) Governance/faculty Performance d) From Almunai	Semester-wise Students Feed-back collection (confidential) i).It is based on Selfappraisal of the faculty members of the institution through API	ii) It helped to plan Properly for execute Properly in Academic , Administration and Research	Remarks a)Very useful and Productive
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### Institution strategies and action plan for the coming year.

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

### Grievance Redressal Mechanism for Faculty, Staff & Students:

**As per F. No. 1-101/DPG/AICTE/Regulation/201, dated 20 Feb 2017, it is mandatory for all AICTE approved Institutions to install Online Grievance Redressal System as a correctional method to prevent unpleasant occurrences in campuses.**

However, as a mandate from AICTE (F.No. 37-3/Legal/2012), the Institute has a duly constituted student's welfare and grievance Redressal committee which takes up and resolves all the grievances of the students from time to time. The students approach the committee to voice their grievances regarding academic, financial, hostel and placement matters. The grievance received is enquired into and, if found correct, is forwarded to the Principal for needful action.

The Institute's online link for submission of grievances is <http://www.svcsm.org.in/User/Grievance>.

### Establishment of Anti Ragging Committee:

Anti-ragging committee under the chairmanship of the Principal has been constituted in the Institution. The Committee is constituted as per the directives of the Hon'ble Supreme Court of India and guidelines issued by AICTE. No instance of ragging has been reported till date in the Institution. Extra vigilance is kept by setting Anti- Ragging Squad (ARS) at the campus. ARS consisting of senior faculty make regular surprise visit to the hostel and other sensitive places in the campus. This is the reason for the success of the institution in curbing ragging. The precautions taken by anti-ragging committee to prevent ragging are as follows. Anti-Ragging affidavits are collected from the students. Anti-Ragging boards are displayed in important places of the Institution. Anti- Ragging guidelines have been displayed in the Institution website: www.svim.org.in

### Establishment of Online Grievance Redressal Mechanism:

The institute's online link for submission of grievances is <http://www.svim.org.in/User/Grievance>.

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

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

Establishment of Internal Complaint Committee (ICC):

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

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

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

**Internal Quality Assurance Cell:**

The IQAC plays a significant role in the teaching-learning process. The IQAC has regular meetings with Faculty Council and Academic Council in which activities relating to the academic development of the students such as regular lectures, guest lectures, seminars, workshops, co-curricular activities, study tours, etc. are discussed. Problems faced, remedial measures and new methods of teaching/learning are discussed in Academic Council and suggestions are tried and implemented if found useful.

The IQAC also looks into the feedback obtained from the students on faculty, curriculum, infrastructure, etc. suggests suitable steps for improvement.

6. PROGRAMME:

Name of the Course:

Duration of the Course : Three Years Full-Time

1st Year of Approval by AICTE, New Delhi: 2020-21

<b>Year wise Sanctioned Intake</b>	<b>: 2020-21 : 90</b>	<b>2023-2024 :180</b>
	<b>2021-22 : 180</b>	<b>2024-2025:180</b>
	<b>2022-23 : 180</b>	<b>2025-2026-180</b>
<b>Year wise Actual Admissions</b>	<b>: 2020-21 : 87</b>	<b>: 2021-22 : 180: 2022-23 : 135</b>
<b>: 2023-2024 : 2024-2025 :180</b>		<b>2025-2026:211</b>
<b>Cut off marks – General Quota</b>		: Admission done through

Sl. No.	Name of faculty	Designation	Dept.	Date of Joining	Qualification	E-mail Id	Photos
1	Prof. Rashmi Rekha Roy	PRINCIPAL	BBA	25.10.2021	MCOM, MBA, LLB, Ph. D. (Pursuing)	<a href="mailto:roy.rashmirekha53@gmail.com">roy.rashmirekha53@gmail.com</a>	

2	Prof. Bibhu Prasad Rout	Reader	BBA	26.3.2021	MBA, BTECH	bibhu321@gmail.com	
3	Prof. Subrat Choudhury	Reader	BBA	1.07.2020	PGDM, MBA, LLB, Ph.D (pursuing)	<a href="mailto:subrat.choudhury14@gmail.com">subrat.choudhury14@gmail.com</a>	
4	Prof. Maheswari Behera	Sr. Lecturer	BBA	1.06.2021	MBA	<a href="mailto:maheswaribehera24@gmail.com">maheswaribehera24@gmail.com</a>	
5	Prof. Jignyasa Mohanty	Lecturer	BBA	20.09.2021	MA(PMIR), LLB	<a href="mailto:jignyasamohanty@gmail.com">jignyasamohanty@gmail.com</a>	
6	Prof. Subhasish Mohapatra	Lecturer	BBA	1.06.2021	MBA	<a href="mailto:subhasishmail@gmail.com">subhasishmail@gmail.com</a>	
7	Prof. Soumya Dash	Lecturer	BBA	1.09.2021	MBA	<a href="mailto:dashsoumyaa35@gmail.com">dashsoumyaa35@gmail.com</a>	
8	Prof. Shradhanjali Nath	Lecturer	BBA	17.01.2023	MBA	<a href="mailto:krishnakrish13694@gmail.com">krishnakrish13694@gmail.com</a>	

9	Prof. Sonalisasrichandan	Lecturer	BBA	13.04.2023	MBA	sonalisasrichandan96@gmail.com	
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10	Prof. Emiyush Kujur	Lecturer	BBA	22.05.2023	MA(PMIR)	emiyushkujur01@gmail.com	
11	Prof. Sani Rath	Lecturer	BBA	26.03.2021	MBA	sanirath594@gmail.com	
12	Prof. Madhusmita Biswal	Lecturer	BBA	24.12.2023	M.SC (CS)	madhusmitama ma599@gmail.com	
13	Prof. Santoshi Behera	Lecturer	BBA	01.11.2022	MCOM(F&C)	santoshibehera7004@gmail.com	
14	Prof. Rakhal Ch. Sahu	Lecturer	BBA	02.02.2024	MBA	rakhal.sahu@gmail.com	 Rakhal Sahu
15	Prof. Subhashree Das	Sr.Lecturer	BCA	24.08.2024	M.TECH	subhashreedassu bu@gmail.com	

16	Prof. Satwika Jena	Lecturer	BCA	04.11.2024	M.SC CS	Satwika933@gmail.com	
17	Prof. Mahamaya Mantri	Lecturer	BBA	27.12.2024	MA. PMIR	mantrimahamaya@gmail.com	
18	Prof. Prativa Prayasi Mohapatra	Lecturer	BCA	27.12.2024	MCA	prativamohapatra16@gmail.com	
19	Prof. Saktitanaya Upadhyay	Lecturer	BBA	4.04.2025	M.COM	usaktitanaya@gmail.com	
20	Prof. Preetish kumar Satapathy	Lecturer	BBA	018.04.2025	MBA	preetishkumarsatapathy@gmail.com	
21	Prof. Shivam khamari	Lecturer	BBA	21.04.2025	MBA	<a href="mailto:shivamkhamari8500@gmail.com">shivamkhamari8500@gmail.com</a>	
22	Prof. Ankita Adhikari	Lecturer	BBA	08.05.2025	MBA	ankitaadhikari098@gmail.com	

**7. Profile of Teaching Staff (Permanent) : As enclosed in  
Mandatory Disclosure**

Students& faculty Ratio: 20:1

**Non-Teaching Staffs**

Sl No	Name	Designation	Qualifications
1	Mr. Biswajit Das	Administrative Officer	M.BA (HR)
2	Mrs. Sonalisa Das	Assistant Administrative Officer	Graduation
6	Ms. Illarani Senapati	Chief Librarian	M.A, M.Lib
7	Mr.Drubananda Patra	System Administrator	Diploma In CSE
8	Mr. Surya Narayan Parida	Accountant	B.Com
9	Mr.RatikantaSahoo	Office Executive	Intermediate
10	Mr. Sanjay Kumar Dalai	Office Assistance	Intermediate
11	Mr.Santosh Kumar Patra	Store-Keeper	Matriculation

**8. Land Details:**

	Name of the Deed Holder	Document No	Date	Plot No	Address(village)	Area in acres
1	Pramodini Educational & Charitable Trust	793	24.02.20	494,501/293 9	At: 172,ANANTA VIHAR,POKHARI PUT	.680

2	Pramodini Educational & Charitable Trust	889	28.02.20	502,499,503, 501/2939	At: 172,ANANTA VIHAR,POKHARI PUT	.870
3	Pramodini Educational & Charitable Trust	886	28.02.20	504,505	At: 172,ANANTA VIHAR,POKHARI PUT	.235
			Total areas in acres			AC 1.785 decs

#### Infrastructural information/ Classroom/Tutorial Room facilities

##### B. Built Up Area

Room No	Room Types( Class Room/Lab./Toilet. Etc,	Carpet Area in Sqm.
001	Principal Room	33.48
002	First Cum Seek Room	10
003	Pantry for Staff	13.55
004	Faculty Room	30
005	Board Room	23.13
006	Library	102.88
007 (A)	Computer Centre	32.59
007 (B)	Computer Centre	118.31
008	Maintenance Room	10.70
009	Central Store	30.01
010 (A)	Boys Common Room	63.37
010 (B)	Boys Common Room	39.17
011	Class Room	67.26
012	Class Room	66.93
30	Class Room	66
31	Class Room	66
32	Class Room	66

<b>013</b>	Girls Common Room	<b>75.53</b>
<b>014</b>	Class Room	<b>70.42</b>
<b>015</b>	Exam Control Office	<b>43.33</b>
<b>016</b>	Tutorial	<b>34.02</b>
<b>33</b>	Tutorial	<b>33</b>
<b>017 (A)</b>	Office all Inclusive	<b>70.29</b>
<b>017 (B)</b>	Office all Inclusive	<b>93.556</b>
<b>37</b>	Departmental Office	<b>20</b>
<b>38</b>	Cabin for HOD	<b>20</b>
<b>018</b>	Seminar Hall	<b>134.06</b>
<b>019</b>	Language Lab	<b>66.39</b>
<b>020</b>	House Keeping	<b>17.47</b>
<b>021</b>	Stationary Store	<b>19.11</b>
<b>022</b>	Security	<b>14.99</b>
<b>023</b>	Cafeteria	<b>151.92</b>
<b>024</b>	Toilet	<b>70.62</b>
<b>025</b>	<b>Circulation Area</b>	<b>332</b>

## Hostel Facilities

Types of Hostel	No of Boarders	Facilities Provided
Girls Hostel	68	<b>Cot, Bed, Table, Chair, Cupboard, Aqua guard, Power Back-up</b>
Boys Hostel	74	<b>Cot, Bed, Table, Chair, Cupboard, Aqua guard, Power Back-up</b>

### Facilities Given:

a) Medical & other Facilities at Hostel: Part time Doctors are engaged who visits hostels twice a month for general health check-up of both boys & girls.

### Library facilities :

#### *Library infrastructure and accessibility:*

- Total area of the library (in sq. mt):100 sqmt. □
- Total seating Capacity: 100

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

### **Days working hours**

- From Mondays to Saturdays- 10:00AM-5.00 PM
- During the preparatory period for Internal and University Examinations- 08.00 AM-7.00 PM
- During the conduct of and preparatory period for Internal and University Examinations -08.00 AM-7.00PM
- Number of Library books/ Titles/ Journals available -2725/210/36 (International-17 & National-18)
- List of online National/ International Journals subscribed-35
- E- Library facilities
- National Digital Library (NDLI) Prescription details: NDLI Regn.No. - INORNC5VLRJM8NQ

### **Computing Facilities**

- a) Computer-student ratio:1 :6
- b) Stand alone facility: Server, LCD Projectors, Laptops and Routers
- c) LAN facility: Computers are connected through LAN bit Routers
- d) Wi-fi facility: Wi-fi facility is available in the campus

### **Licensed software:**

<b>Sl. No</b>	<b>Name Software</b>
01	WINDOWS XP PROFESSIONAL ENGLISH UPC OLP NL AE
02a)	MS WINDOWS XP PROF.OLP NL AE
03	ORACLE DATA BASE STANDARD EDITION ONE
04	MS OFFICE PRO 7- FPP- AE 5. PASW STATIC BASE 18.0
05	PASW REGRESSION
06	PASW ADVANCE STATISTICS
07	ORELL DIGITAL LANGUAGE SOFTWARE
08	BUSY STANDARD SINGLE USER
09	MS WINZIP STANDARD
10	
11	
12	

Following are the list of software available in

### **The Institute:**

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

1. List of Facilities Available:

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

### Indoor Sports Facilities

The Institute has adequate sports facilities to cater the physical development of students the following indoor games facilities are providing to the students Bachelor of Business Administration & Bachelor of Computer Applications such as:

#### Indoor Sports Facilities:

Serial No	Name of Facilities (Description)	Types of Equipment	Provided to	Remarks
01	Indoor Game	Gymes	Boys/ Girls	Good for PhysicalHealth and Mental Health
02	Indoor Game	Table Tennis		
03	Indoor Game	Chess		
04	Indoor Game	Carom		
04	Indoor Game	Badminton		
05	Indoor Game	Yogo		
06	Indoor Game	Meditation		
07	Indoor Game	Music Mantras		

### Outdoor Sports facilities

Serial No	Name of Facilities (Description)	Types of Equipment	Provided to	Remarks
01	Outdoor Game	Cricket	Boys/ Girls	Good for PhysicalHealth and Mental Health
02	Outdoor Game	Volley Ball		
03	Outdoor Game	Kabadi		
04	Outdoor Game	Khoko		
04	Outdoor Game	Badminton		
05	Outdoor Game	Basket Ball		
06	Outdoor Game	Tennis Court		
07	Outdoor Game	Music Mantras		

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

**Medical facilities** : One part time Doctor visits college & Hostels twice a week

### Barrier Free Built Environment for disabled and elderly persons □

Ramp for wheel chair movement

Automatic Lift connecting floors

Special Toilet Facility in the Ground Floor

yes

### Students Activities:

Cultural activities

: Cultural Committee headed by Secretary, a senior faculty member, Students representatives (consist of all year )

Sports activities

: Athletic Committee headed by Secretary, a senior faculty member, Students representatives (consist of all year )

: Literary Society headed by Vice-President (an senior Faculty member), Students representatives (consist of all year )

Magazine / Newsletter

: NA

Industrial Visits / Tours

: Yes

Alumni activities

: NA

### Sl. No. Facilities created for differently abled

### Created in the year

**RTI Cell Functionaries:**

**Name of the Information Officer for RTI: Prof. .Subrat Choudhury**

<b>Designation:</b>				<b>Reader, Department of SVCSCM, PokhoriPut, Bhubaneswar, Odisha Pin: 751020</b>
<b>Phone number with STD code:</b>				
<b>FAX number with STD Code:</b>				
<b>Email</b>				
		<a href="#">752055, KHORDA, VILLAGE, KHORDHA, Odisha, 752055</a>	<b>Address</b>	<a href="#">Odisha,751002</a>

