

Mandatory Disclosures

Name of the Institution	ASIAN SCHOOL OF MANAGEMENT
Address of the Institution	At- Bantala, Po- Muktapur, Ps/Dist- Khordha
City & Pin code	Khordha- 752057
State/UT	Odisha
Phone number with STD code	0674-2556560
Fax number with STD code	0674-2556008
Email	asmkhordha@gmail.com
Website	www.asmodisha.ac.in

1. Name and address of the Trust/ Society/ Company and the Trustees

Name of the trust running the Institution	PURUSOTTAM EDUCATIONAL RESEARCH AND CHARITABLE TRUST
Address of the organization	Plot No. N5/66, IRC Village Nayapalli, Bhubaneswar-15, Odisha
Phone number with STD code	0674-2556560
Email	asmkhordha@gmail.com

2. Name and Address of the Principal

Name of Principal	Dr. Prakash Chandra Swain
Address	Asian School of Management
Phone number with STD code	0674-2556560
Mobile	9583009617
Email	asmkhordha@gmail.com

3. Name of the affiliating University

Name of the affiliating University	Biju Patnaik University of Technology
Address	Chhend Colony, Rourkela, Odisha 769004
Website	www.bput.ac.in
Latest affiliation period	2021-22

• Governance

Members of the Board and their brief background

Mr. Jitana Kumar Sahoo	Chairman
Mrs. Nayan Bala Sahoo	Vice-Chairman
Mr. Santosh Kumar Sahoo	Trustee – Member

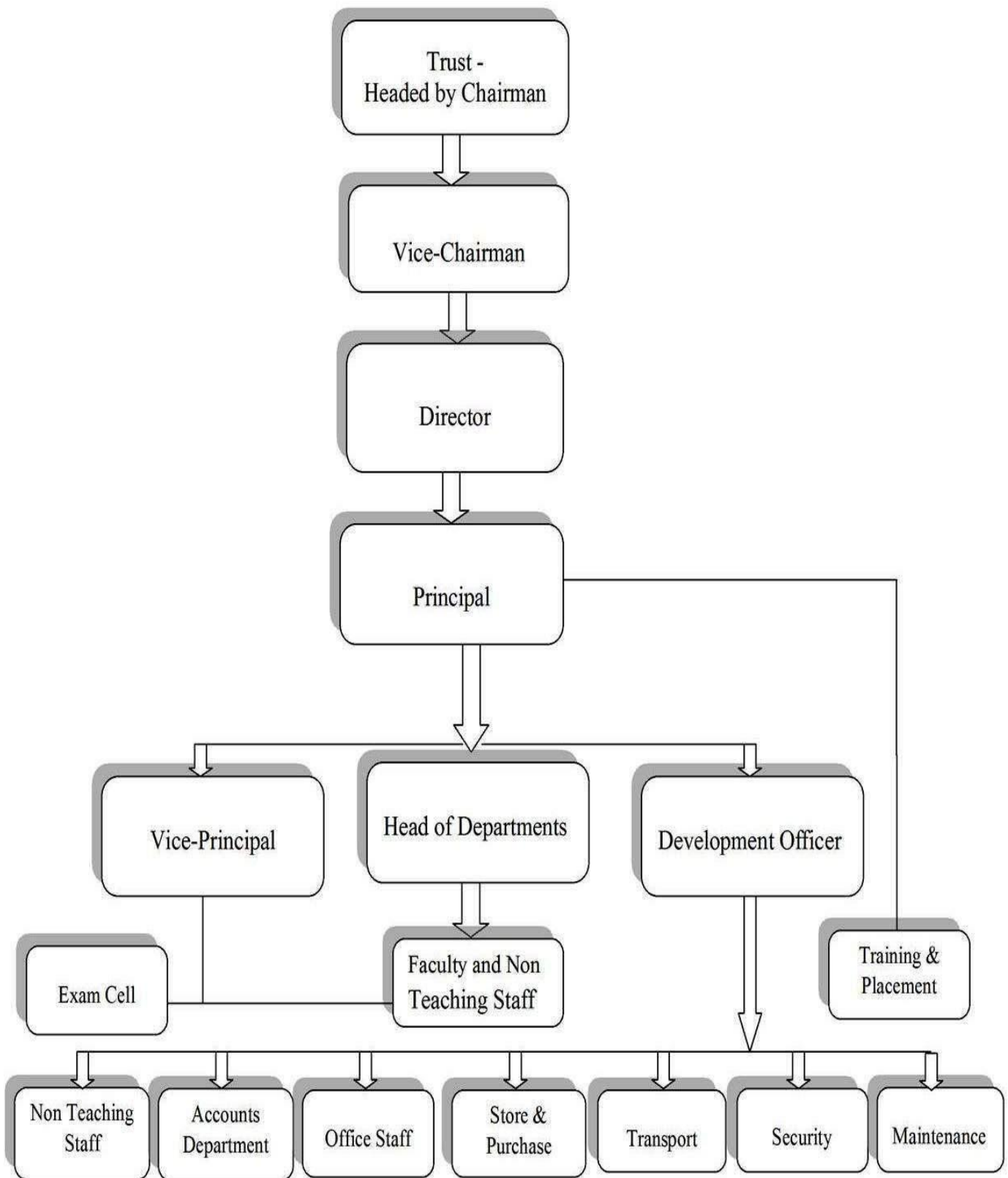
• Members of Academic Advisory Body

Dr. Prakash Chandra Swain	Convenor
Mr. Narendra Kumar Nayak	Advisor
Mr. Asit Kumar Behera	Academician

• Frequently of the Board Meeting and Academic Advisory Body

Board of Governors	2
Academic Council meeting	4

• Organizational chart and processes:



- Nature and Extent of involvement of Faculty and students in academic affairs/improvements
 - The Philosophy behind Faculty Student Involvement: The Institute has been concentrating in Education, Training & Research on Management studies. These are globally recognized as emergent areas of rapid growth in the next two decades.
 - At Asian School of Management special emphasis has been placed on developing an environment highly conducive to building of a solid foundation of knowledge, personality development, confidence building, and pursuit of excellence, self-discipline and enhancement of creativity through motivation and drive. All Students are encouraged in multiple extracurricular areas.
 - **Concept of Faculty Involvement:** The faculty focuses on developing and strengthening systems thinking, problem solving, analysis, design, team work, communication skills and preparing students for life-long learning. The faculty uses innovative techniques, interactive lectures, guided case studies, regular lab assignments, project work and critical and creative thinking.
 - **Faculty Development Programme(s):** Asian School of Management believes in continuous training and development of its staff and teachers. The faculty is both multi-skilled and field specialized.
 - **Interactive Sessions / Seminars / Lectures / Presentations** are frequently organized; both in house and by inviting eminent external speakers to improve the quality of knowledge and skills.
 - Students are encouraged to explore the environment through participation in professional / curricular / co-curricular activities outside the Institute.
 - **System of student mentoring** has been put in place. Feedback is analyzed at Departmental level as also during meetings of various forums to imbibe and include new and valid suggestions.
 - **Faculty** is encouraged for undertaking R&D projects and do research to upgrade their knowledge.
 - Faculty is supported through to attend conferences / presentations / seminars and submit the reports, which are shared in the department for mutual benefit and enhancement of knowledge.
- A system of student feedback on faculty and teaching is in place. The student feedback analysis is considered by the management and appropriate points implemented for further improvement.
- **Mechanism/ Norms and Procedure for democratic/ good Governance**
 - The management recognizes the need for decentralization for the growth of the institute and accords autonomy commensurate with the level of management. Principal and heads are given autonomy for efficient governance.
 - The roles and responsibilities of administrators / decision makers for various assigned jobs listed below clearly depict the delegation of authority, providing operational autonomy leading to a decentralized governance system.
- **Principal**
 - To implement and monitor the education system to cater to the institute's vision and mission.
- **R & D**
 - Monitors Research and Development activities in the institute
- **Development Officer**
 - Is responsible for supervision and management of all administrative and operational functions, to develop a strategic plan for the growth and image of the institute to initiate and monitor various student activities.

- **Head of the Department**

- Is responsible for the academic and administrative functions of the department. In addition, Development Officer, Accounts Officer, Librarian, Workshop Superintendent take care of office related activities, finance related issues, library resources and workshop related activities. Other support functions are handled by the Admission-in-charge, College Examination Officer, Industry Institute Interaction Cell Coordinator, Academic & Research Coordinator, NSS coordinator.

- **At the Department Level:**

- PG program has coordinators who in consultation with the faculty teaching the subject, sets course objectives, prepares the teaching plan for the semester, conducts meetings with faculty regularly to monitor and review course completion and attainment of course outcomes
- Preparation of academic calendar based on time frame set by the University for planning and organizing of activities is done by Time Table co-ordinator.

- **Student Feedback on Institutional Governance/ Faculty performance**

1. Students are encouraged to give their comments/feedback on the institutional governance through e-mail: asmkhordha@gmail.com

- Principal maintains a separate confidential complain box for the same purpose.

- **Grievance Redressal mechanism for Faculty, staff and students**

Grievances of Faculty and staff: These are redressed through normal channel of Administrative Officer----> Principal. The decision of Principal is final.

Students : -

Through Class Teacher / HOD then to Administrative Officer in Non-academic matters and through respective Course Co-ordinators / Class Teachers ----> HODs---> Principal in Academic matters.

- **Establishment of Anti Ragging Committee**

Anti ragging committee, constituted by the Principal takes care with utmost sincerity that the campus is ragging free. Various notice, posters are published at various time to ensure our tag for ragging free campus. We are happy to declare that no case of ragging has been reported till date, since the establishment of the institution.

- Establishment of Online Grievance Redressal Mechanism: Yes, it is operative in the institution.

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

Yes, the Principal, has appointed an OMBUDSMAN, who is heading the committee.

- Establishment of Internal Complaint Committee (ICC):

Yes, an internal complaint committee is appointed by the Principal and is operating sincerely to redress the internal committee, if any.

- Establishment of Committee for SC/ ST:

One dedicated committee for the welfare of the SC/ ST students is operative in the institution under the guidance of a senior professor. One welfare officer is the member convener of the committee. The committee ensures the welfare of the SC/ ST students in the institution.

4. Programmes :

- Name of Programmes approved by AICTE : MBA

- Status of Accreditation of the Courses

- Total number of Courses : NA

- For each Programme the following details are to be given:

- Name: Master in Business Administration

- Number of seats: 180

- Duration: 2 Years

- Cut off marks/rank of admission during the last three years : 50% for General Students and 45% for SC & ST Students.

- Fee: Rs.45,000/-

- Placement Facilities: YES

- Campus placement in last three years with minimum salary, maximum salary and average salary:

NA

5. Faculty

- Branch wise list Faculty members:

BRANCH	PERMANENT FACULTY	ADJUNCT FACULTY	PERMANENT FACULTY: STUDENT RATIO :	NUMBER OF FACULTY EMPLOYED AND LEFT DURING THE LAST THREE YEARS
Master of Business Administration	18	0	20:1	2 & 2

6. Profile of Principal/ Faculty

Teaching Staff :		
Name :	Dr. Prakash Chandra Swain	
Designation:	Principal	
Department :	MBA	
Date of Joining the Institute :	01.08.2020	
Qualifications :	Ph.D	
Total Experience :	Teaching :12	Industry :4
	No. of publications in national journal	3
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	4
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships	Life time member of Odisha Commerce Association Life time member of Indian Commerce Association Life time member of Indian Accounting Association	

Teaching Staff :		
Name :	Bibhu Prasad Panda	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	25.01.2021	
Qualifications :	MBA	
Total Experience :	Teaching :12	Industry :2
	No. of publications in national journal	Research :
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

Teaching Staff :		
Name :	Harapriya Patra	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	01.08.2020	
Qualifications :	MBA	
Total Experience :	Teaching :2	Industry :1
	No. of publications in national journal	Research :
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

Teaching Staff :		
Name :	Dwaraka Nath Mohapatra	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	22.02.2021	
Qualifications :	MBA	
Total Experience :	Teaching :7	Industry :8
	No. of publications in national journal	Research :
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

Teaching Staff :		
Name :	Binaya Kumar Nayak	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	08.12.2020	
Qualifications :	MBA	
Total Experience :	Teaching :2	Industry :5
	No. of publications in national journal	Research :
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

Teaching Staff :		
Name :	Shitendra Kumar Baliarsingh	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	25.01.2021	
Qualifications :	MBA	
Total Experience :	Teaching :1	Industry :1
	No. of publications in national journal	Research :
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

Teaching Staff :		
Name :	Vinod Kumar Singh	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	20.01.2021	
Qualifications :	MBA	
Total Experience :	Teaching :1	Industry :5
	No. of publications in national journal	Research :
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

Teaching Staff :		
Name :	Hara Prasad Mohapatra	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	29.07.2020	
Qualifications :	MBA	
Total Experience :	Teaching :1	Industry :5
	No. of publications in national journal	Research :
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

Teaching Staff :		
Name :	Saroj Kumar Nayak	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	01.01.2021	
Qualifications :	MBA	
Total Experience :	Teaching :1	Industry :1
	No. of publications in national journal	Research :
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

Teaching Staff :		
Name :	Manas Kumar Sahoo	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	01.01.2021	
Qualifications :	MBA	
Total Experience :	Teaching :1	Industry :4
		Research :
	No. of publications in national journal	
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

Teaching Staff :		
Name :	Narayan Nanda	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	01.01.2021	
Qualifications :	MBA	
Total Experience :	Teaching :1	Industry :1
		Research :
	No. of publications in national journal	
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

Teaching Staff :		
Name :	Itishree Dalei	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	01.01.2021	
Qualifications :	MBA	
Total Experience :	Teaching :1	Industry :1
	Research :	
	No. of publications in national journal	
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

Teaching Staff :		
Name :	Mausumi Pradhan	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	01.01.2021	
Qualifications :	MBA	
Total Experience :	Teaching :1	Industry :1
	Research :	
	No. of publications in national journal	
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

Teaching Staff :		
Name :	Narendra Otta	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	01.12.2020	
Qualifications :	MBA	
Total Experience :	Teaching :2	Industry :2
		Research :
	No. of publications in national journal	
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

Teaching Staff :		
Name :	Deepti Ranjan Jagadev	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	01.01.2021	
Qualifications :	MBA	
Total Experience :	Teaching :1	Industry :1
		Research :
	No. of publications in national journal	
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

Teaching Staff :		
Name :	Akshaya Kumar Rana	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	04.01.2021	
Qualifications :	MBA	
Total Experience :	Teaching :1	Industry :1
		Research :
	No. of publications in national journal	
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

Teaching Staff :		
Name :	Shiuli Biswas	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	25.03.2022	
Qualifications :	MBA	
Total Experience :	Teaching :1	Industry :1
		Research :
	No. of publications in national journal	
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

Teaching Staff :		
Name :	Prasanta Panda	
Designation:	Asst. Professor	
Department :	MBA	
Date of Joining the Institute :	25.03.2022	
Qualifications :	MBA	
Total Experience :	Teaching :1	Industry :1
	No. of publications in national journal	Research :
	No. of publications in national conference	
	No. of publications in international journal	
	No. of publications in international conference	
	Patents	
	No. of PG project guided	
	No. of Doctorate students guided	
	No. of books published	
Professional Memberships		

7. Fee

- Details of fee, as approved by State Fee Committee, for the Institution: Rs.45,000/-per Annum (Tuition Fee)
- Time schedule for payment of fee for the entire programme: 2 to 4 Instalments
 - 1st Instalment (25%) at the time of Admission
 - 2nd Instalment (25%) before 1st Semester
 - 3rd Instalment (25%) before 2nd Semester
 - 4th Instalment (25%) before 3rd Semester
- No. of Fee waivers granted with amount and name of students: NA
Name of Students: NA
- Number of scholarships offered by the Institution, duration and amount: NA

Criteria for fee waivers/scholarship

- >= 70% in +2, 100% Tuition Fee Waiver
- >= 60% in +2, 50% Tuition Fee Waiver

Estimated cost of Boarding and Lodging in Hostels: Rs.30,000/-

• Admission

- Number of seats sanctioned with the year of approval: 180
- Number of Students admitted under various categories each year in the last three years:

Year	Category Intake	Gen		OBC		SC		ST		Minority		TFW		PWD		Total
		M	F	M	F	M	F	M	F	M	F	M	F			
2020-21	180	12	1	0	0	32	14	14	6	0	0	0	0	0	0	79
2021-22	180	8	0	4	1	37	22	4	4	0	0	0	0	0	0	80

8. Admission Procedure

- Mention the admission test being followed, name and address of the Test Agency and its URL (website)
 - Admission Test: OJEE
 - Name and Address of the Test Agency: Odisha Joint Entrance Examination
JEE Cell, Gandamunda, Khandagiri,
DIST - Khordha. Bhubaneswar - 751030
URL (Website): ojee.nic.in / odishajee.com

9. Information of Infrastructure and Other Resources Available

- Number of Class Rooms: 6 and size of each: 66.2 (Sq.m)
- Number of Tutorial rooms: 2 and size of each: 33.2 (Sq.m)
- Number of Laboratories: 2 and size of each: 66.18 (Sq.m)
- Number of Drawing Halls: 1 with capacity of each: 134.33 (Sq.m)
- Number of Computer Centres: 1 with capacity of each: 166.8 (Sq.m)
- Central Examination Facility: YES,
- Barrier Free Built Environment for disabled and elderly persons: YES
- Occupancy Certificate: YES
- Fire and Safety Certificate: YES
- Hostel Facilities: YES,
- Separate Hostel for BOYS & GIRLS: Yes
- Library
- Number of Library books:3025 Titles: 150 Journals available: 3
- Laboratory and Workshop: Yes
- Computing Facilities
 - Internet Bandwidth: 100Mbps
 - Number and configuration of System: 10
 - Total number of system connected by LAN: 60
- RESEARCH AND DEVELOPMENT
 - **CONVENOR**

o Dr. Prakash Chandra Swain (Principal) – 7381009629

- **MEMBERS**
 - o Bibhu Prasad Panda - (Senior Faculty) – 7873660063
 - o Harapriya Patra (Senior Faculty) – 8018035486
- Social Media Cell
 - **MEMBERS**
 - o Mr.Sitakanta Mishra-(Admn. Officer)-9583009619
- List of facilities available: Refer website: www.asmodisha.ac.in
- Games and Sports Facilities: Refer website: www.asmodisha.ac.in
- Extra-Curricular Activities: Refer website: www.asmodisha.ac.in
- Soft Skill Development Facilities: Refer www.asmodisha.ac.in
- Teaching Learning Process
 - Curricula and syllabus for each of the programmes as approved by the University: YES
 - Academic Calendar of the University: YES/Followed
 - Internal Continuous Evaluation System and place: YES
 - Student's assessment of Faculty, System in place: YES

10. Enrollment of students in the last 3 years

Year	No. of Student Admitted
2020-21 (Inception Year)	79
2021-22	80

15. LoA and subsequent EoA till the current Academic Year:

Please Refer Website Link: <https://www.asmkhordha.ac.in/Approval Letter>

16. Accounted audited statement for the last three years:

17. Audited Report 2020-2021:

PERCT / 2020-21 Balance Sheet					
1-Apr-2020 to 31-Mar-2021					
	PERCT (2020-21)			PERCT (2020-21)	
Liabilities	as at 31-Mar-2021		Assets	as at 31-Mar-2021	
Loans (Liability)		25465321.00	Capital Account		2366396.00
Unsecured Loans	25465321.00		General Fund	2366396.00	
Current Liabilities		13905221.00	Fixed Assets		24219457.08
Provisions	44545.00		Air Condition	174944.00	
Sundry Creditors	13776.00		Almirah	67865.00	
Advance Salary	-14000.00		Aquaguard	7763.00	
Audit Fees Payble	55331.00		Bio-Matric System	49681.00	
Electricity Charges Payble	58996.00		Book Rack	42651.00	
Employee Contribution to EPF			Books & Library	406972.00	
Employee Contribution to ESIC			Boring	16887.00	
Epf Payble	11502.00		Building	6776626.54	
Esic Payble	2775.00		Bus	578404.00	
House Rent Payble	36000.00		Camera	5750.00	
Salary Payble	13680563.00		Cc Tv Camera	110191.00	
Tds Payble	7000.00		Chair	46516.00	
Telephone Charegess Payble	8733.00		Chair & Table	59141.00	
Profit & Loss A/c		8812939.39	Computer Networking Item	5520.00	
Opening Balance			Computers	581337.00	
Current Period	8812939.39		Construction W.I.P	9038933.00	
Difference in opening balances		0.08	Dg Set	80887.00	
			Electrical Installation	290722.54	
			Epbx System	23397.00	

			Fan	63987.00	
			Fire Extinguisher	118073.00	
			Fire Sefty Work	200000.00	
			Fore Head Thermometer	4187.00	
			Furniture & Fixture	1053699.00	
			Ganesh Idol	1226.00	
			Glow Sign Board	3278.00	
			Grass Cutting Machine	9657.00	
			Gym Equipments	9647.00	
			Hard Disk	3942.00	
			Induction Cooker	2976.00	
			Invetor & Battery	338188.00	
			Kores Cash Counting Machine	6004.00	
			Labrotory Eqipment	1910981.00	
			Land	639930.00	
			Language Lab Software	73550.00	
			Library Management Software	18000.00	
			Mobile	1729.00	
			Mobile Phone	1387.00	
			Mobile Stand	850.00	
			Nicon Camera	5035.00	
			Printer	121473.00	
			Projector	12829.00	
			Refrigirator	4412.00	
			Safety Locker	9959.00	
			Sleeping Bed	31291.00	
			Sofa	40698.00	
			Software	81971.00	
			Software Renwal	3540.00	
			Sound System	7302.00	
			Sports Item	6335.00	
			Stabilizer	10820.00	
			Tata Magic	141174.00	
			Tata Venture	195242.00	
			Tata Winger	592811.00	
			Television	29549.00	
			UPS Battery	15000.00	
			Utensil	20154.00	
			Vaccum Cleaner	3335.00	
			Water Cooler	25395.00	
			Water Purifier	5131.00	
			Weight Machine	3091.00	
			Wheel Chair	6500.00	
			Xerox Machine	20931.00	
			Current Assets		21597628.39
			Closing Stock		
			Deposits (Asset)	1000000.00	
			Loans & Advances (Asset)	2130435.00	
			Sundry Debtors	12567717.00	
			Cash-in-Hand	3069991.71	
			Bank Accounts	2829484.68	
Total		48183481.47	Total		48183481.47