

### Mandatory Disclosures

The following information has been hosted on the Institution's official Website.

The onus of the authenticity of the information lies with the Institution ONLY .

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| 18.1 | Name of the Institution  | RJ SCHOOL OF MANAGEMENT STUDIES   |
|      | • Address including Telephone, Mobile,E-Mail                   | RJ VIDYA VIAHR, TENTULIPURA, 7 KMS MILE STONE BALASORE-CHANDIPUR SEA BEACH ROAD,P.O.PUNJIBAG, VIA:SUNHAT,DIST;BALASORE,ODISHA, 756002 |
|      |  | 06782-250637<br>Mob.7978191554  |
|      |  | <a href="mailto:rjsmsprincipal@gmail.com">rjsmsprincipal@gmail.com</a>  |
| 18.2 | Name and address of the Trust/Society/Company and the Trustees | Raghunath Jew School of Management Studies<br>Near Town hall, Motiganj, Balasore, Odisha,756003                                       |
|      | • Address including Telephone, Mobile,E-Mail                   | Raghunath Jew School of Management Studies<br>Near Town hall, Motiganj, Balasore, Odisha,756003                                       |
|      |  | Mobile:7849044518   |
|      |  | <a href="mailto:skpanirotary@gmail.com">skpanirotary@gmail.com</a>  |
| 18.3 | Name and Address of the Vice Chancellor/Principal/Director     | Dr.Santanu Kumar Pani   |
|      | • Address including Telephone, Mobile,E-Mail                   | Raghunath Jew School of Management Studies<br>Near Town hall, Motiganj, Balasore, Odisha,756003                                       |
|      |  | Mobile : 9437062816   |
|      |  | <a href="mailto:rjsmsprincipal@gmail.com">rjsmsprincipal@gmail.com</a>  |
| 18.4 | Name of the affiliating University                             | Biju Patnaik University of Technology(BPUT)   |
| 18.5 | Governance   | Organizational chart Enclosed   |
| i.   | Organizational chart   | Enclosed  |
| ii.  | Grievance Redressal Mechanism for Faculty, staff and students  | The grievance redressal mechanism for faculty, staff and Students is well defined and operates as follows:                            |

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|      |   | <p><b>1.For Faculty:</b><br/>Faculty members bring their grievances to the notice of the Principal/ Director through the Head of the Department.<br/>Principal/Director inquiries about the grievances and if needed Brings it also to the notice of the Secretary of the Board of Governors.</p> <p><b>2.For Staff:</b><br/>The grievance is referred to the Chairman of the Grievance redressal committee. Sometimes referred to the Principal/Director.</p> <p><b>3.For Students:</b><br/>I. Students refer their academic problems to the concerned Course coordinator. If the concerned course coordinator is Unable to solve their problems they go to the Principal.</p> <p>II.For any problem other than academics the student's refer Specific problems like Hostel they refer to hostel superintendent and subsequently to warden, for placement-to- Director - Corporate Relations</p> <p>III.The grievances related to the examinations are referred to the Examination In-Charge. For facilities in the campus any Problem arises the students are referred to the HOD.<br/>The grievances related to the Fee and other payment, are represented to the Secretary Cum Treasurer of the Society.<br/>.In case of major grievances, students may also approach the Principal/Director for necessary action.</p> |
| iii. | Establishment of Anti Ragging Committee | <p><b>Anti-Ragging Committee</b> For Prevention And Prohibition Of Ragging:-<br/>The college follows guidelines based on the order of the Hon'ble Supreme Court of India passed in SLP No-24295of2006 dated-16.05.2007and Civil Appeal No.887 of 2009 dated 08.05.2009, as well as the AICTE regulations 2009, instructions from the University, Government of Odisha and UGC etc. to prevent and eliminate the scope of ragging in the college.</p>   |

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|     |   | <p>In obedience to Para 6.3(a) of University (BPUT) Regulations on Curbing the Menace of Ragging 2010, a committee is formed in RJ School of Management Studies, Balasore to be known as Anti-Ragging Committee.</p> <p><b>The Anti-Ragging Committee</b> of RJ School of Management Studies is constituted as per AICTE guidelines for the year <b>2024-2025 &amp; 2025-26</b> taking the following persons as <b>Members</b><br/> In effect to dated: 02.04.25, it is here with notified, The Anti-Ragging Committee of RJ School Of Management Studies is re-constituted for the year 2024-2025 &amp; 2025-26 taking the following persons as Members.<br/> 1. Dr. Santanu Kumar Pani,<br/> Principal<br/> Mobile: 7978191554</p>  |
| iv. | Establishment of Grievance Redressal Mechanism  | <p>The Grievance Redressal Committee mentioning names, &amp; contact nos. of members of the Grievance Committee is mentioned, to ensure publicity/awareness of the establishment of Grievance Redressal Mechanism. The Grievance Committee may include one female member &amp; and two other members.</p>   |
| v.  | Details of Grievance Redressal Committee in the Institution and OMBUDSMAN by the University | <p><b>Formation of Grievance Redressal Committee for MBA Programs</b></p> <p>In obedience to the Biju Patnaik University of Technology (BPUT) Notification Vide No. BPUT/1955, dated 01.02.2013 and AICTE Public Notice vide Advt. No. PG/07(01)/2012 and AICTE, Regulations 2012 vide Notification No. F37-3/Legal/2012 dated 25.05.2012, a <b>Grievance Redressal Committee</b> has been constituted for MBA students of RJ School of Management studies with the objective to prevent unfair practices and to provide a mechanism to students, parents, others, and employees for redressal of their grievances with effect from 02.04.25. The committee comprises of following members:<br/> Chairman : Prsbhasini Mohapatra A.Prof., Hakim Abdul Khan, A.Prof. Jharana Pani A.Prof &amp; Suresh Chandra Mohapatra BDO.</p> |
| vi. | Establishment of Internal Committee (IC)  | <p><b>FORMATION OF INTERNAL COMPLAINTS COMMITTEE (ICC)</b></p> <p>In obedience to Section 4(l) of the Sexual Harassment of women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013), RJ School of Management studies, Balasore has re-constituted an <b>Internal Complaints Committee (ICC)</b> w.e.f. 02.04.2025 to inquire into the complaints of sexual harassment of female employees and girl students of the institute.<br/> The ICC comprises of the following members:<br/> Jharana Pani, Chairman</p>   |

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| vii.  | Establishment of Committee for SC/ST   | <p><b><u>Formation of Committee for SC/ST</u></b></p> <p>As per the All India Council for Technical Education (AICTE) Approval Process Hand Book for Establishment of Committee</p> <p>For SC/ST(As per the Scheduled Castes and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 OF 1989, dated 11.09.1989),a <b>Committee for SC/ST</b> has been <b>re-constituted</b> for RJ School of Management Studies w.e.f.24.08.2024 with the objective of the welfare of the SC/ST students and staffs. The main aim of the Committee is to monitor the guidelines issued by the Ministry of HRD, the University Grants Commission and by the Government of Odisha from time to time. The Committee ensures the effective implementation of the reservation policies in the college admission to students in various courses of studies, accommodation in the hostels, appointments to the teaching and non-teaching posts. The purpose of this Committee is to monitor the admission of students and the recruitment of teaching and non-teaching staffs at various levels. Its function is also to help the SC/ST categories to integrate with the mainstream of the college community and to remove difficulties, which they may be experiencing.</p> <p>The committee comprises of following members:<br/>Chairman : Shehneela Khan A.Prof.</p> |
| viii. | Internal Quality Assurance Cell        | RJSMS caters to the academic requirements of students not only through insight filled classroom teaching,but also by ensuring quality enhancement in every sphere of the institution and student's life on the campus. The Internal Quality Assurance Cell is immensely helpful of RJSMS that takes care to provide the best quality inputs on campus. All activities of the IQAC have proved to be immensely satisfying and beneficial to students and faculty alike. The IQAC plays an important role in ensuring quality of the functioning of administrative and academic units of the college. The IQAC continuously reviews the functioning of the various departments and facilitates necessary changes as and when required. The college has developed quality assurance mechanisms within the existing academic and administrative system   |
| ix    | Equal Opportunity facilities Cell      | There is a planning for construction of separate room for aids and appliances. Two toilets with complete modern facilities for the differently-abled users have also been planned. It has the responsibility of initiating Constructive programmes for ensuring equal accessibility  |
|       | 18.6 Programme                         | MBA  |
|       | i.Name of Programme approved by AICTE  | MBA  |
|       | ii.Name of Programme Accredited by NBA | NO   |

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|  | iii. Status of Accreditation of the Courses   | NA   |
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|  | iv. Total number o f Courses  | One  |
|  | v. For each Programme the following details are to be given (Preferably in Tabular form): | MBA  |
|  | a. Name   | Master of Business Administration  |
|  | b. Number of seats  | 60   |
|  | c. Duration   | Two Year   |
|  | d. Cut off marks/rank of admission during the last years                                  | As per OJEE  |
|  | vi. Fee (as approved by the state government)   | As per approval<br>2 Years MBA :INR1,60,000<br>(Rupees One lakh sixty thousand Only) |
|  | 18.Faculty  | 7 Regular + 12 Visiting  |
|  | i. Course /Branch wise list Faculty members:  | Annexure   |
|  | ii. Permanent Faculty   | 6+1  |
|  | iii. Adjunct Faculty  | 0  |
|  | iv. Permanent Faculty: Student Ratio  | 1:17   |
|  | 18.8 Profile of Director/ Principal /Faculty  | Principal  |

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|---|---|
| i. Name   | Dr.Santanu Kumar Pani                       |
| ii. Date of Birth   | 30-01-1964                                  |
| iii. Unique ID  | 1-44940843881                               |
| iv. Education Qualifications  | Doctorate in Management                     |
| v. Work Experience  | 35 Years                                    |
| vi. Teaching/ Research/ Industry/Others   | 20 years in Industry & 15 years in Teaching |
| vii. Area of Specialization   | Personnel Management                        |
| viii. Courses taught at Diploma/Post Diploma/ Under Graduate/ Post Graduate/Post Graduate Diploma Level     | Post graduate                               |
| ix. Research guidance (Number of Students)  | NIL   |
| x.No. of papers published in National/International Journals/Conferences                                    | NIL   |
| xi. Master (Completed)  | MBA ( PERSONNEL) M.Phil ( Management)       |
| xii. Ph.D (Completed)   | Doctorate in Management                     |
| xiii. Projects Carried out  | NIL   |
| xiv. Patents (Filed / Granted)  | NIL   |
| xv. Technology Transfer   | NIL   |
| xvi. Research Publications (No. of papers published in National/International Journals/Conferences)         | NIL   |
| xvii. No. of Books published with details(Name of the book, Publisher with ISBN, year of publication, etc.) | NIL   |

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| 18.9  | Fee   |  |
| i.    | No. of Fee waivers granted with amount and name of students   | NIL  |
| ii.   | Number of scholarship offered by the Institution, Duration and amount   | 2 Years Rs. 10,000 - Rs.25000  |
| 18.10 | Admission   |  |
| i.    | Number of seats sanctioned with the year of approval  | MBA-60 seats .The year of approval is 2008   |
| ii.   | Number of Students admitted under various categories each year in the last three years  | MBA-75   |
| iii.  | Number of applications Received during last year for admission under Management Quota and number admitted   | No Management Quota  |
| 18.11 | Admission Procedure   | As per OJEE  |
| i.    | Mention the admission test being followed, name and address of the Test Agency/State Admission Authorities and its URL (website)  | Odisha Joint Entrance Examination Committee conducted Entrance Tests for admission into various Technical and Professional courses running in different Government and Private Institutes / Universities of the State. |
| ii.   | Number of seats allotted to different Test Qualified candidate separately (AIEEE//JEE/CET(State Conducted test/ University tests/CMAT)/Association conducted test etc.) | 85% OJEE 15% all India XAT,CAT,MAT,CMAT  |
| iii.  | Calendar for admission against Management quota seats:  | No Management Quota  |
| iv.   | Last date of request for applications   | The examination conducted by OJEE Odisha as per Govt.Norms   |

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| v.    | Last date of submission of applications  | The examination conducted by OJEE Odisha as per Govt.Norms  |
| vi.   | Dates for announcing final results   | The examination conducted by OJEE Odisha as per Govt.Norms  |
| vii.  | Release of admission list (main list and waiting list shall be announced as per schedule)                                      | The examination conducted by OJEE Odisha as per Govt.Norms  |
| viii. | Date for acceptance by the candidate(time given shall in no case be less than 15days)  | The examination conducted by OJEE Odisha as per Govt.Norms  |
| ix.   | Last date for closing of admission starting of the Academic session  | The examination conducted by OJEE Odisha as per Govt. Norms   |
| x.    | The waiting list shall be activated only on the expiry of date of main list  | The examination conducted by OJEE Odisha as per Govt. Norms   |
| xi.   | The policy of refund of the Fee, incase of withdrawal, shall be clearly notified   | As per AICTE norms  |
| 18.12 | Criteria and weightages for Admission  | As per Odisha JEE   |
| i.    | Describe each criteria on with its respective weightages i.e. Admission Test, marks in qualifying Examination etc.             | As per OJEE REQUIREMENT OF SUBJECTS AND MINIMUM MARKS FOR ADMISSION TO DIFFERENT COURSES MBA GENERAL 50% SC,ST45% Marks |
| ii.   | Mention the minimum Level of acceptance, if any  | As per OJEE REQUIREMENT OF SUBJECTS AND MINIMUM MARKS FOR ADMISSION TO DIFFERENT COURSES MBA GENERAL50% SC,ST45% MARKS  |
| iii.  | Mention the cut-off Levels of percentage and percentile Score of the candidates in the admission Test for the last three years | As per OJEE choice locking  |



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| iv.   | Display marks scored in Test etc.and in aggregate for all candidates who were admitted  | As Per OJEE                         |
| 18.13 | List of Applicants List of Candidate whose  | All admission is done at OJEE level |
|       | Applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats(merit wise) |                                     |
| 18.14 | Results of Admission Under Management seats/Vacant seats  | All admission made from OJEE        |
| i.    | Composition of selection team for admission under Management Quota  | All admission made from OJEE        |
| ii.   | List of candidate who have been offered admission   | All admission made from OJEE        |
| iii.  | Waiting for list of the candidates in order of merit to be operative from the last date of joining of the first list candidate  | As per OJEE                         |
| 18.15 | Information of Infrastructure and Other Resources Available   | Infrastructure and Other Resources  |
| i.    | Number of Class Rooms and size of each  | 66sqm 3 nos                         |
| ii.   | Number of Tutorial rooms and size of each   | 33sqm 2 nos                         |
| iii.  | Number of Laboratories and size of each   | 1 no 66sqm                          |

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| iv. | Number of Computer Centers with capacity of each                         | 1 no 66sqm        |
| v.  | Central Examination Facility, Number of rooms and capacity of each       | 3 nos 60 capacity |
| vi. | Online examination facility (Number of Nodes, Internet band width, etc.) | NO                |

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| vii.   | Barrier Free Built Environment for disabled and elderly persons   | Yes  |
| viii.  | Fire and Safety Certificate   | NO, Fire extinguishers are available   |
| ix.    | Hostel Facilities   | Yes  |
| x.     | Number of Library books/ebooks/Titles/Journals available(Programme-wise)  | Total Number of Titles:710<br>Total Number of Books:4000   |
| xi.    | List of online National/International Journals subscribed   | No   |
| xii.   | National Digital Library(NDL) subscription details  | Yes  |
| xiii.  | List of Major Equipment/Facilities in each Laboratory/Workshop  | 30 computers   |
| xiv.   | List of Experimental Setup in each Laboratory/Workshop  | NIL  |
| xv.    | Innovation Cell   | NO   |
| xvi.   | Social Media Cell   | NO   |
| xvii.  | Compliance of the Academic Bank of Credit (ABC), applicable to PGCM/ PGDM Institutions And University Departments | As per University guidelines   |
| xviii. | To upload the respective short video(1-2min)of Infrastructure and facilities available-the courses in the website | NO   |
| xix.   | Games and Sports Facilities   | In Out Door Sports various outdoor games like Cricket, Football, Volly ball and other sports activities are available. TableTennis, Badminton, Chess, Carom board are available. |
| xx.    | Teaching Learning Process   | Teachers make a course plan. At the beginning of academic Session they break the course content into modules and make  |

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|        |   | <p>the teaching plan accordingly. The teaching plan helps to know in details the position to be covered in each class along with prescribed text and case studies. Regarding teaching, learning and evaluation as well as academic calendar throughout the year supplied to the students at the beginning of academic year.</p> <p>All courses use the pedagogical mix. Around 60% of the course contents are covered through lecture-presentation methods. About 20% of the courses are delivered through interactive modes of teaching such as games, quiz, cases, presentation, etc. Remaining 20% are project assignment to students for which faculty guidance is provided.</p> <p>At RJSMS, in order to impart best knowledge, classroom sessions, exercises, project studies, role plays, case studies, simulation games, brainstorming sessions, software applications, presentations are used as methods of teaching. Through these methods, we endeavor to generate and encourage more creative and innovative thinking in our students.</p> <p>In order to supplement the theoretical knowledge with practical inputs, regular industrial exposure is made available through industrial visits and sharing of practical experiences with Visiting faculties (professionals from the industry/corporate world).</p> |
| xxi.   | For each Post Graduate Courses give the following:          |   |
| xxii.  | Title of the Course   | MBA   |
| xxiii. | Laboratory facilities exclusive to the Post Graduate Course | 30 Computers  |

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| 18.16 | Enrolment and placement details of students in the last 3 years | Program   | MBA2022-23 | MBA20223-24 | MBA2024-25 |
|       |   | Enrolment | 33         | 25          | 16         |
|       |   | Placement | 8          | 8           | 6          |
| 18.17 | List of Research Projects/Consultancy Works                     | NO        |            |             |            |
| 18.18 | MOUs with Industries  | 4 nos     |            |             |            |

#### Faculty Members' details

| Sl. No. | Name of Faculty          | Designation           | Dept. | Date of Joining | Qualification            |
|---------|--------------------------|-----------------------|-------|-----------------|--------------------------|
| 1       | Dr.Santanu Kumar Pani    | Principal             | MBA   | 01.05.2024      | Doctorate in Management  |
| 2       | Prof. Manas Ranjan Panda | Professor in Practice | MBA   | 01.06.2025      | MBA                      |
| 3       | Tabassum Akhtar          | Asst. Professor       | MBA   | 02.05.2018      | MBA                      |
| 4       | Jharana Pani             | Asst. Professor       | MBA   | 01.08.2009      | MBA.M.Phil in Management |
| 5       | Abdul Hakim Khan         | Asst. Professor       | MBA   | 25.01.2021      | MA in English            |
| 6       | Prabhasini Mohapatra     | Asst. Professor       | MBA   | 01-11.2021      | MBA                      |
| 7       | Shehneela Khan           | Asst. Professor       | MBA   | 26.10.2021      | MA-Psychology            |

#### Research Facility created by Faculty and Students

##### **Research Facilities:**

RJSMS creates excellent infrastructure, E-Library and laboratories, Computer center and equipment for faculty members and students. A facility is provided for both Faculty members & students to implement research-based projects. It can be utilized by MBA students extensively for their project and research work.