

MANDATORY DISCLOSURE

1. **Name of the Institution**

- **Address including Telephone, Mobile, E-Mail**

ZENITH ENGINEERING & MANAGEMENT
STUDIES
PITAPALLI, JATANI, KHORDHA, ODISHA, 752057 ,
MOBILE: 8908018083/85
E-Mail: zemsbbsr@gmail.com

2. **Name and address of the Trust/ Society/ Company and the Trustees**

- **Address including Telephone, Mobile, E-Mail**

PUSPALATA EDUCATIONAL CHARITABLE TRUST
BADA DANDA SAHI, OLD TOWN, BHUBANESWAR, ODISHA, 751001
MOBILE: 8908018083
E-Mail: zsomodisha@gmail.com

3. **Name and Address of the Vice Chancellor/ Principal/ Director**

- **Address including Telephone, Mobile, E-Mail**

Dr. Subhendu Sekhar Sahoo

GA Colony, Bharatpur Bhubaneswar, Odisha-751003
Email id: subhendu@ce.ism.ac.in/subhendu331@gmail.com

Phone no.: +918093579282

4. **Name of the affiliating University:**

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY (BPUT), ROURKELA

5. **Governance**

- **Members of the Board and their brief background:**

The Board of Trustees has been formed as per the constitutional guidelines of TRUST. The organisation “ZENITH ENGINEERING & MANAGEMENT STUDIES” is established under “Puspalata Educational Charitable Trust”. The trust has been formed with contributions from a group of dedicated academicians. The board of trustees of the trust consists of a group of dedicated educationalists with a determined mind to promote education in ODISHA. In addition to the above they have extended different other activities as: we had conducted various social activities like Yoga Camps, Free Medical Camps, Relief Camps during disaster programmes etc.

• **TRUST DETAILS**

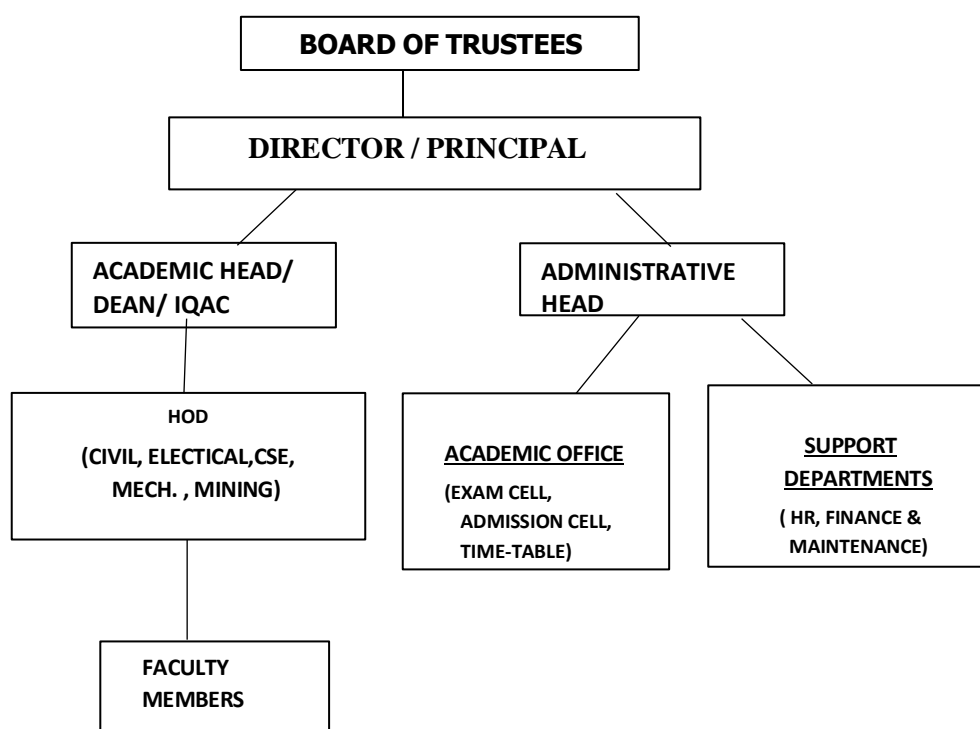
Trustname	Address	Trustee	Designation
Puspalata Charitable Trust	Opp-Rath Road,Mausima Lane,Lingaraj Temple,Old Town,BBSR	Shashi Sekhar Garabadu	Chairman
Puspalata Charitable Trust	Opp-Rath Road,Mausima Lane,Lingaraj Temple,Old Town,BBSR	Bhabani Shankar Garabadu	Deputy Director
Puspalata Charitable Trust	Opp-Rath Road,Mausima Lane,Lingaraj Temple,Old Town,BBSR	Namita Garabadu	Member
Puspalata Charitable Trust	Opp-Rath Road,Mausima Lane,Lingaraj Temple,Old Town,BBSR	Linesh Garabadu	Member

• Frequency of the Board Meetings and Academic Advisory Body:

The Board of Governor used to meet at least four times a year as per provision under the memorandum of association of the trust. However as per the need they used to meet to frame policies and monitor its implementation. The details of the meetings are recorded in the “Minutes Book” of the trust. The academic advisory body meets once every year.

- **Organizational chart and processes:**

For the day to day management the organizational hierarchy is maintained as given;



The Role and Responsibilities of the Key senior positions are defined as below:

Board of Trustees:

1. Overall management of the organization.
2. Determines the strategy of the college.
3. Overall administration of the organization.
4. Financial Management of the organization.
5. Review Students Complaint.
6. Continuous improvement.

Principal:

1. To ensure proper discipline in the college
2. To supervise day-to-day operation of the college including students health and safety.
3. To ensure that faculty heads are imparting education as per plan.
4. To interact with students, their representatives and listen to their problems and find solutions.
5. To see that quality policy and quality objectives are met
6. To ensure that the syllabus is followed in time.
7. To ensure that the examinations are held as per schedule.
8. To ensure that weak students are given adequate education and good students are recognized.
9. To arrange for bench marking of students
10. To interact with parents and also with customers from time to time to produce quality students.
11. To interact with chairman and directors for growth and prospectus of the college with an action plan.

12. Identification and training needs of Faculty and staff and arrangement to provide the same.

As he is the top executive stationed at college, it is his responsibility to make the college a best college with name and fame and imparting quality education. The parents should feel safe and relaxed to hand over their children to a college under his dynamic leadership. Majority of the students are to achieve highest grade so that they will get admission in the next organization /college with ease.

Faculty Heads (HODs):

1. To plan time frame chart to impart quality education for the year as per Syllabus for all classes.
2. To implement the above chart for all classes in the college.
3. To ensure that examinations are held as per schedule on time.
4. To identify weak students in each class and impart tutorials. Also ensure periodic evaluation to verify the result of improvement.
5. Identify good students and encourage and provide all help for all round improvement so that the student can seat for Competitive examination in the next organization/College. Also, he/she will participate in various competitions in national and international label.
6. Instruct teachers to make the class as interesting as possible. They must read out life stories of great man. It is quite possible that some of your students would rise to such great heights. This is to be done besides courses of study as per syllabus.
7. Identify training needs of your teachers and arrange to impart them.
8. Obtain sanction for resources from Director/Chairman for this purpose.

Dean:

1. Responsible for overall administration of the college.
2. Responsible for Planning and follow up of Training Program, meeting Training needs.
3. Responsible for deployment of Quality Policy/objective in his department.
4. Responsible for maintaining discipline in SEC college.
5. Interaction with students and their parents as and when required.
6. Arrange alternate teaching staff/ nonteaching staff in case of absenteeism.
7. Suggestion Scheme implementation.
8. Overall improvement of college.

Faculty:

1. Identify weak students and recommend to HOD for Tutorials
2. Identify good students and provide all support and help for further development.
3. Teachers to make the class as interesting as possible. They must read out life stories of great man. It is quite possible that some of your students would rise to such great heights. This is to be done besides courses of study as per syllabus.
4. Ensure that the student understands the subject taught in the class by you. Ask questions to weaker students. Avoid students learning by heart without understanding it.
5. Ensure quality education is imparted as per time frame. Ensure examinations are held on time.

- **Nature and Extent of involvement of Faculty and students in academic affairs/improvements:**
 1. Regular seminars are conducted and students encouraged to participated
 2. Through Proctorial systems continuous effort is made to keep track of the performance of the students and applies the same to the parents.
 3. Tutorial Classes and extra classes beyond time table are taken by different departments for weak Students.
 4. Group Discussion and other communicative exercise are conducted to develop communication skill in Students
- **Mechanism/ Norms and Procedure for democratic/ good Governance:**
 1. All the Departments have been given complete autonomy under the direct stewardship of concerned HOD
 2. The Management at ZEMS does not interfere in the academic activities of the institute and the principal has complete autonomy to take all academic decisions as he may deem fit.
 3. All Procedures as per the Consulting agency of ISO has been followed for a good governance.
- **Student Feedback on Institutional Governance/ Faculty performance:**
 1. Students are encouraged to give their comments/feedback on the institutional governance through e-mail: zemsodisha@gmail.com
 2. Principal maintains a separate confidential complain box for the same purpose.
 3. Besides students' feedback is treated as one of mandatory steps during selection of a teacher.
- **Grievance Redressal mechanism for Faculty, staff and students:**

Students, Faculties as well as Supporting Staffs put forth their grievances through the Principal. Management takes utmost care to redress the same at the earliest.
- **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 Director 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.

- Internal Quality Assurance Cell

The quality assurance Cell in the institution is sincerely working day and night to ensure the delivery of qualitative academic activities in the institution

6. Programmes

- Name of Programmes approved by AICTE : B.Tech
- Name of Programmes Accredited by AICTE : No
- Status of Accreditation of the Courses
 - Total number of Courses 05
 - No. of Courses for which applied for Accreditation 00

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

- Name : B.Tech in Civil Engineering
- Number of seats 60
- Duration : 4 Years
- Cut off marks/rank of admission during the last three years :
45% for General Category & 40% for SC/ST Category
Physics and Mathematics as compulsory subjects
along with one of the Chemistry/ Biotechnology/
Biology/ Technical Vocational subject/ Computer
Science/ Information Technology/ Informatics
Practices/ Agriculture/ Engineering Graphics/ Business
Studies
- Fee : 60,000/- per Annum
- Placement Facilities : Yes

- Name : B.Tech in Computer Science & Engineering
 - Number of seats 60
 - Duration : 4 Years
 - Cut off marks/rank of admission during the last three years :
45% for General Category & 40% for SC/ST Category
Physics and Mathematics as compulsory subjects
along with one of the Chemistry/ Biotechnology/
Biology/ Technical Vocational subject/ Computer
Science/ Information Technology/ Informatics
Practices/ Agriculture/ Engineering Graphics/ Business
Studies
 - Fee : 60,000/- per Annum
 - Placement Facilities : Yes
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- Name : B.Tech in Electrical Engineering
 - Number of seats 60
 - Duration : 4 Years
 - Cut off marks/rank of admission during the last three years :
45% for General Category & 40% for SC/ST Category
Physics and Mathematics as compulsory subjects
along with one of the Chemistry/ Biotechnology/
Biology/ Technical Vocational subject/ Computer
Science/ Information Technology/ Informatics
Practices/ Agriculture/ Engineering Graphics/ Business
Studies
 - Fee : 60,000/- per Annum
 - Placement Facilities : Yes

- Name : B.Tech in Mining Engineering
- Number of seats 60
- Duration : 4 Years

- Cut off marks/rank of admission during the last three years :
45% for General Category & 40% for SC/ST Category
Physics and Mathematics as compulsory subjects
along with one of the Chemistry/ Biotechnology/
Biology/ Technical Vocational subject/ Computer
Science/ Information Technology/ Informatics
Practices/ Agriculture/ Engineering Graphics/ Business
Studies
- Fee : 60,000/- per Annum
- Placement Facilities : Yes

- Name : B.Tech in Mechanical Engineering
- Number of seats 60
- Duration : 4 Years
- Cut off marks/rank of admission during the last three years :
45% for General Category & 40% for SC/ST Category
Physics and Mathematics as compulsory subjects
along with one of the Chemistry/ Biotechnology/
Biology/ Technical Vocational subject/ Computer
Science/ Information Technology/ Informatics
Practices/ Agriculture/ Engineering Graphics/ Business
Studies
- Fee : 60,000/- per Annum
- Placement Facilities : Yes

- Name and duration of programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details : NOT

APPLICABLE Details of the Foreign University

- Name of the University
- Address
- Website
- Accreditation status of the University in its Home Country
- Ranking of the University in the Home Country
- Whether the degree offered is equivalent to an Indian Degree? If yes, the name of the agency which has approved equivalence. If no, implications for students in terms of pursuit of higher studies in India and abroad and job both within and outside the country
- Nature of Collaboration

- Conditions of Collaboration
- Complete details of payment a student has to make to get the full benefit of Collaboration
- **For each Programme Collaborated provide the following:** NOT APPLICABLE
 - Programme Focus
 - Number of seats
 - Admission Procedure
 - Fee
 - Placement Facility
 - Placement Records for last three years with minimum salary, maximum salary and average salary
- **Whether the Collaboration Programme is approved by AICTE? If not whether the Domestic/Foreign University has applied to AICTE for approval** : NOT APPLICABLE

7. Faculty

- Branch wise list Faculty members:

Civil Engineering	02
Computer Science & Engineering	01
Electrical Engineering	04
Mining Engineering	01
Mechanical Engineering	04
Basic Science	06
- Permanent Faculty 18
- Adjunct Faculty 0
- Permanent Faculty: Student Ratio : 20: 01

8. Profile of Vice Chancellor/ Director/ Principal/ Faculty

For each Faculty give a page covering with Passport size photograph

Dr. Subhendu Sekhar Sahoo

Qualification :

Ph. D (2015-2020)

Electrical Engineering (Fault ride-through enhancement of DFIG based wind energy),
IIT (ISM) Dhanbad

Google Scholar-<https://scholar.google.com/citations?user=e8-P1n0AA>

Research and Teaching Interest:

Power System & Electrical Machine Design.

Power Electronics and Drives.

Control System.

Renewable Power and Energy, Design and operation of micro-grid (Solar, Wind, Battery).

Power-Quality and Stability.

09. Faculty Details

ZENITH ENGINEERING & MANAGEMENT STUDIES

FACULTY DETAILS WITH PHOTO- BTECH

SL. NO.	NAME	DESIGNATION	DEPARTMENT	APPOINTMENT TYPE	HIGHEST QUALIFICATION	DATE OF JOINING	PHOTO
1	DR.SUBHENDU SEKHAR SAHOO	PRINCIPAL	ELECTRICAL ENGG.	REGULAR	Ph.D	01.02.2025	
2	SONALI MOHAPATRA	ASST. PROFESSOR	ELECTRICAL ENGG.	REGULAR	M.Tech	04.05.2025	
3	RAJESH BISWAL	ASST. PROFESSOR	ELECTRICAL ENGG.	REGULAR	M.Tech	02.05.2025	
4	BISHNUPRIYA DALASINGHARA Y	ASST. PROFESSOR	ELECTRICAL ENGG.	REGULAR	M.Tech	04.05.2025	

5	DR.SOUMYA RANJAN GIRI	ASSO. PROFESS OR	MECHANICAL ENGG.	REGULA R	P.hd	03.05.20 25
6	SUJATA SAHOO	ASST. PROFESS OR	MECHANICAL ENGG.	REGULA R	M.Tech	01.05.20 25
7	SANDHYARANI MOHAPATRA	ASST. PROFESS OR	MECHANICAL ENGG.	REGULA R	M.Tech	01.05.20 25
8	ARUN KUMAR JENA	ASST. PROFESS OR	MECHANICAL ENGG.	REGULA R	M.Tech	04.05.20 25
9	DR.DIPTIMAYEE PANDA	ASSO. PROFESS OR	BASIC SC.(UHV)	REGULA R	P.hd	04.05.20 25
10	ARABINDA PARIDA	ASST. PROFESS OR	BASIC SC.(MATHEM ATICS)	REGULA R	M.Sc	15.06.20 25



11	GEETANJALI MOHANTY	ASST. PROFESSOR	BASIC SC.(MATHEMATICS)	REGULAR	M.Sc	04.05.2025
12	PRAVAT KUMAR DAS	ASST. PROFESSOR	BASIC SC.(PHYSICS)	REGULAR	M.Sc	04.05.2025
13	PRASANT KUMAR SAHU	ASST. PROFESSOR	BASIC SC.(CHEMISTRY)	REGULAR	M.Sc	15.06.2025
14	ARPITA DAS	ASST. PROFESSOR	BASIC SC.(ENGLISH)	REGULAR	M.A	03.05.2025
15	BHAGYALAXMI OJHA	ASST. PROFESSOR	CIVIL ENGG.	REGULAR	M.Tech	02.05.2025
16	PRIYANKA NAIK	ASST. PROFESSOR	CIVIL ENGG.	REGULAR	M.Tech	04.05.2025



17	SONALITA PRADHAN	ASST. PROFESS OR	COMPUTER SC. ENGG.	REGULA R	M.Tech	02.05.20 25
18	RANENDRA NARAYAN SAHOO	ASST. PROFESS OR	MINING ENGG.	REGULA R	M.Tech	03.05.20 25



10. Admission Procedure

- Mention the admission test being followed, name and address of the Test Agency and its URL (website) : OJEE & JEE Main
www.ojee.nic.in & www.jeemain.nic.in
- Number of seats allotted to different Test Qualified candidate separately (AIEEE/ CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test):
: All seats allotted to OJEE / JEE Main Rank Holders only
- Calendar for admission against Management/vacant seats: September each Year
- Last date of request for applications : As per Odisha Joint Entrance
- Last date of submission of applications: As per Odisha Joint Entrance
- Dates for announcing final results : As per Odisha Joint Entrance
- Release of admission list (main list and waiting list shall be announced on the same day)
: As per Odisha Joint Entrance
- Date for acceptance by the candidate (time given shall in no case be less than 15 days)
: As per Odisha Joint Entrance
- Last date for closing of admission : As per Odisha Joint Entrance
- Starting of the Academic session : June/July as per University notification
- The waiting list shall be activated only on the expiry of date of main list
: As per Odisha Joint Entrance
- The policy of refund of the fee, in case of withdrawal, shall be clearly notified
: As per Odisha Joint Entrance

11. Criteria and Weightages for Admission

Describe each criteria with its respective weightages i.e. Admission Test, marks in qualifying examination etc. :

Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject/ Computer Science/ Information Technology/ Informatics Practices/

Agriculture/ Engineering Graphics/ Business Studies. Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.

OR

Passed Diploma (in Engineering and Technology) examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted.

- Mention the minimum level of acceptance, if any : As per Odisha Joint Entrance
- Mention the cut-off levels of percentage and percentile score of the candidates in the admission test for the last three years

Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry/ Biotechnology/ Biology/ Technical Vocational subject/ Computer Science/ Information Technology/ Informatics Practices/ Agriculture/ Engineering Graphics/ Business Studies. Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in the above subjects taken together.

OR

Passed Diploma (in Engineering and Technology) examination with at least 45% marks (40% marks in case of candidates belonging to reserved category) subject to vacancies in the First Year, in case the vacancies at lateral entry are exhausted.

- Display marks scored in Test etc. and in aggregate for all candidates who were admitted : Students are admitted by OJEE central counseling as per merit

12. List of Applicants

- Students are admitted by OJEE central counseling as per merit

13. Results of Admission Under Management seats/Vacant seats

- Students are admitted by OJEE central counseling as per merit

