

Mandatory Disclosure for 2025-26

Nabapravat Academy For Management Education

**Recognized by the Department of Higher Education,
Government of Odisha**

Affiliated to Utkal University



1. Name & Address of the Institution

Nabapravat Academy for Management Education

• Address: Nabapravat Academy for Management Education(NAME),
At/Po- Sunakhandi, Dist. Cuttack, Odisha, Pin-754202

• Email: nabapravatmgt@rediffmail.com

• Contact Number: 0671-2967002, +91 9861938110

• Website: www.nabapravat.org

2. Name & Address of the Trust

Nabapravat Charitable Trust

• Address: At/Po- Salepur, Dist. Cuttack, Odisha, Pin-754202

• Email: nabapravatmgt@rediffmail.com

• Contact Number: 0671-2967002, +91 9861938110

3. Name & Address Director

Arunjit Maharana

• Address: At/Po-Kurujanga, Ps-Bhadreswar, Dist-Cuttack

• Email: arunjit91@gmail.com

• Contact Number: +91 7008529789

4. Name of The Affiliating University

Utkal University

• Address: Vani Vihar, Bhubaneswar, Odisha, 751004

5. AICTE APPROVAL

Vide Letter No. – Eastern/2024-25/1-44245308064

Dt. 09.05.2024

6. Governing Body

• **Managobinda Panda (President)**

Contact No : 9938315692

- **Arunjit Moharana (Secretary)**
Contact No. : 7008529789

7. Anti Ragging Committee

Following the directions of Honourable Supreme Court of India, Govt of India ,UGC, AICTE, New Delhi, BPUT, Govt. of Odisha and Utkal Univaesity to prevent the ragging in higher education institute an “Anti-Raging Committee” has been constituted in Nabapravat Academy For Management Education, Sunakhandi, Salepur in order to prevent and look after the raging cases/incidents if any by the senior students to junior students/ staffs to students/ friends circle etc.

Sl.No	Name and designation	Position in the committee
1	Dr. Monalisha Nayak, Principal, Nabapravat Academy For Management Education	Chairman
2	Mis.Rajeswari Swain Exam. Controller, Nabapravat Academy For Management Education	Convener
3	Mr.Shashanka Shanti, Asst. Prof Nabapravat Academy For Management Education	Member
4	Mr.Himansu Mohan Barik Asst. Prof Nabapravat Academy For Management Education	Member
5	Rajashree Moharana Section Officer,Nabapravat Academy For Management Education	Member
8	Surya Prakash Baral Student (3rd Year BCA), Nabapravat Academy For Management Education	Member
9	Laxmipriya Mohanty Student (3rd Year BCA), Nabapravat Academy For Management Education	Member
10	Prasanta Kumar Nayak Parent	Member

11	Bikash Behera Parent	Member
12	Mr. Shiba Prasad Behera Sarapanch, Barigola, GP (Local elected body)	Member
13	IIC, Salepur Police Station (Local Police station)	Member
14	Tahasildar, Salepur, Cuttack (Magistrate)	Member
15	Sri. Hrushiksha Mallick Press reporter, The Prameya	Member

Roles & Responsibilities:

1. The committee should advice and counsel the students not to indulge themselves in any kind of ragging activities which may spoil their career, character, academics & social life.
2. The committee shall ensure to solve the ragging matter inside the college campus /bus /canteen /library /hostels and at any other vulnerable points, if any, then and there.
3. The matter may be reported to the higher authority on receipt of the reply of show cause notice from the accused and the complaint letter from the affected student.
4. The committee should take the disciplinary / legal action against the accused student/person immediately after thorough investigation and their parents may be informed.

8. IQAC Committee

To guide and suggest for quality improvement in the education institute a committee in the name of Internal Quality Assurance Cell (IQAC) is formed in Nabaprat Academy for Management Education, Sunakhandi, Salepur with following members with immediate effect.

Sl.No	Name and designation	Position in the committee
1	Dr. Monalisha Nayak Principal, Nabaprat Academy for Management Education	Chairman
2	Er. Arunjit Maharana Director, Nabaprat Academy for Management Education	Coordinator
3	Chittaranjan Behuruk Asst. Nabaprat Academy for Management Education	Member
4	Alakananda Mishra, Management representative Nabaprat Academy for Management Education	Member
5	Gayatri Behera Asst.Prof. Nabaprat Academy for Management Education	Member
6	Himansu Mohan Barik Asst.Prof. Nabaprat Academy for Management Education	Member
7	Mr. Pratyus Kar Lecturer. Nabaprat Academy for Management Education	Member
8	Mrs.Brahmi Kar Asst.Prof. Nabaprat Academy for Management Education	Member
9	Mr. Sashanka Sekhar Pal, MD, Rashmi Motors, Industry representative	Member
10	Mr. Shisira Kumar Panda, MD, Vinayak Hotel Ltd, Local representative	Member
11	Mr. Subas Chandra Sahoo. Administrative Staff	Member

	Nabapravat Academy for Management Education	
12	Saroj Bisoi(2 nd year BCA) Student representative, Nabapravat Academy for Management Education	Member
13	Dharitri Rout (1 st Year Student,BCA) Student representative, . Nabapravat Academy for Management Education	Member
14	Mr.Rajanikanta Jena Alumni representative	Member
15	Mr. Subham Sahoo Alumni representative	Member
16	Dr.Omm Peakash Bhuyan, Principal, Ganapati Engg School, Educationist	Member

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- k) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- c) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- d) Provide a sound basis for decision-making to improve institutional functioning;
- e) Act as a dynamic system for quality changes in HEIs;
- f) Build an organised methodology of documentation and internal communication.

9. Internal Complain Committee

In compliance with the instructions of National Commission for women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgement dated 13th August, 1997 on the subject of sexual harassment of women in the workplace, Internal Complaint Committee of Nabapravat Academy for Management Education, Sunakhandi, Salepur is constituted with following members for redressing the complaints of sexual harassment of women working in the Institute.

Sl.No	Name and designation	Position in the committee
1	Dr. Monalisha Nayak Principal, Nabapravat Academy for Management Education	Chairman
2	Mis. Rajeswari Swain Exam. Controller, Nabapravat Academy For Management Education	Convener
3	Mrs. Bramhi Kar AsstProf. Nabapravat Academy For Management Education	Member
4	Miss.Narmada Samal Asst. Prof. Nabapravat Academy For Management Education	Member
5	Mr. Satyabrata Parida, Asst. Prof. Nabapravat Academy For Management Education	Member
6	Gyana Ranjan Rout Student (BCA, 3 rd year) Nabapravat Academy For Management Education	Member
7	Trisandhya Patra Student (BCA, 3 rd year) Nabapravat Academy For Management Education	Member

Roles and responsibilities:

1. Prevent discrimination and sexual harassment, by promoting gender amity among students and employees;
2. Make recommendations to the management for changes/elaborations in the Rules for students in the Prospectus and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the students and the employees;
3. Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
4. Recommend appropriate punitive action against the guilty party to the Management. Here it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as “unwelcome” sexually determined behavior (whether directly or by implication) as:
 - a) Physical contact and advances;
 - b) Demand or request for sexual favors;
 - c) Sexually colored remarks;
 - d) Showing pornography; and
 - e) Other unwelcome physical, verbal or non-verbal conduct of a sexual nature. etc

10. Institution Industry Interaction Cell

In order to maintain Interaction between technical institutions to Industry, to develop exposure of engineering students to industrial atmosphere and to arrange industrial trainings to the students a committee in the name of Institution Industry Interaction Cell is constituted in Nabaprat Academy for Management Education, Sunakhandi, Salepur with following members following roles and responsibilities

Sl.No	Name and designation	Position in the committee
1	Dr. Monalisha Nayak Principal Nabapravat Academy for Management Education	Chairman
2	Mr Jitendra Kumar Jena T& P officer, Nabapravat Academy for Management Education	Convener
3	Prof. Nihar Satapathy Asst.Professor Nabapravat Academy for Management Education	Member
4	Miss Monalisa Roy Asst. Prof. Nabapravat Academy for Management Education	Member
5	Miss Pritirani Panda Asst. Prof , Nabapravat Academy for Management Education	Member

Role and Responsibility:

1. To cultivate the strong links with industry
2. To promote various industrial activities by the faculty members and students
3. To have a closer linkage and promote research suited to industry needs, and consultancy
4. To provide continuing education to people working in industries so that they can upgrade their technical knowledge, and / or obtain higher degrees
5. To catalyze the further growth and development of interaction between the Institute and Industry
6. To bring about Memoranda of Understanding and Agreements with various industrial and research organizations

11. SC/ST development committee

Following guidelines of AICTE, UGC, Affiliating University, and Govt. of Odisha, The SC/ST Development Committee is constituted in Nabapravat Academy for Management Education, Sunakandi, Salepur with following members for prevention of atrocities against SC/ST students under the Act No. 33 of the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989.

Sl. No	Name and designation	Position in the committee
1	Dr. Monalisha Nayak, Principal, Nabapravat Academy For Management Education	Chairman
2	Mr. Himanshu Mohan Barik Asst.Prof. Nabapravat Academy for Management Education	Convener
3	Mr. Pradipta Nayak Asst. Prof Nabapravat Academy for Management Education	Member
4	Amrita Kar Asst. Prof. Nabapravat Academy for Management Education	Member
5	Namita Malik Student (BCA 3 rd year), Nabapravat Academy for Management Education	Member
6	Satya Ranjan Jena Student (BCA 2 nd year), Nabapravat Academy for Management Education	Member
7	Trilochan Samal Student (BBA 3 rd year), Nabapravat Academy for Management Education	Member

Role and Responsibilities

1. To counsel and guide SC/ ST students and help them to manage academic and personal issues if any.
2. To inform the SC/ST students regarding various scholarships / program of State Govt. and UGC.

3. Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the college and render them necessary help in solving their academic as well as administrative problems.
4. To ensure the Prevention of Atrocities on the SC, ST Staff, Faculty and Students.
5. To hear and resolve the issues/complaints if any; of such nature of Atrocity reported/complained.

12. Grievance and Redressal Committee

In obedience to the provisions laid down in AICTE act 2012 (Establishment of mechanism for grievance redressal) a grievance redressal committee has been constituted in Nabapravat Academy For Management Education, Sunakhani, Salepur in order to sort out the grievances of students, staff and faculty and their redressal with immediate effect.

Sl. No	Name and designation	Position in the Committee
1	Dr. Monalisha Nayak, Principal, Nabapravat Academy For Management Education	Chairman
2	Mis. Rajeswari Swain Exam. Controller, Nabapravat Academy For Management Education	Convener
3	Mr. Satyabrata Parida, Asst. Prof Nabapravat Academy For Management Education	Member
4	Mr. Naresh Kumart Barik Asst. Exam. Controller, Nabapravat Academy For Management Education	Member
5	Trilochan Samal Student 3 rd year BBA, Nabapravat Academy For Management Education	Member
6	Rojalin Pradhan Student 3 rd year BCA, Nabapravat Academy For Management Education	Member
7	Mr. Subas Chandra Sahoo Administrative officer, Nabapravat Academy For Management Education	Member

Roles and Responsibilities:

1. The grievance and redressal committee should look after all the complains, appeals and grievances apart from students/staff/faculty from time to time in order to solve their problems and provide them the legal justice.
 2. The committee should be impartial, neat, clean and fair while exercising its power and takes decision in order to provide impartial judgements to the related victims.
 3. To prevent the irregularity in the admission process if complains/anomalies /discriminatory practises against students are visible.
 4. To ensure and protect the denial quality of education as assured by the Institute.
 5. To ensure and check non-transparent or unfair means/policies in the process of evaluation.
 6. The committee shall be convened at least a meeting once in a month for monitoring the related activities if any.
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13. Programs/courses offered with intake capacity:

- A. Bachelor in Computer Application (BCA) - 30
- B. Bachelor in Business Administration (BBA) - 30

14. Fee Structure:

- A. BCA: INR 45,000/- per year
- B. BBA: INR 45,000/- per year

15. Programs/courses offered with duration & eligibility:

- A. Bachelor in Computer Application (BCA)
Duration: 3 years
Eligibility: +2 Science & its equivalent
- B. Bachelor in Business Administration (BBA)
Duration: 4 years
Eligibility: +2 in any discipline with 45% marks, 40% in case of SC/ST



THANK YOU