

The Annual Quality Assurance Report (AQAR) of the IQAC

June 1, 2016 to May 31, 2017

Submitted by

**SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT,
MUTTAM, ALUVA- 683106**

To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL,
BANGALORE - 560072**

Contents

Part - A

1. Details of the Institution	1
2. IQAC Composition and Activities	4

Part - B

3. Criterion - I: Curricular Aspects	7
4. Criterion - II: Teaching, Learning and Evaluation	8
5. Criterion - III: Research, Consultancy and Extension	11
6. Criterion - IV: Infrastructure and Learning Resources	14
7. Criterion - V: Student Support and Progression	18
8. Criterion - VI: Governance, Leadership and Management	22
9. Criterion - VII: Innovations and Best Practices	27
10. Annexure 1: Abbreviations	29
11. Annexure 2: Annual calendar 2015-16	30
12. Annexure 3: : Feedback	39
13. Annexure 4: Best practices	52

The Annual Quality Assurance Report (AQAR) of the IQAC

June 1, 2016 - May 31, 2017

Part - A

1. Details of the Institution

1.1 Name of the Institution SCMS SCHOOL OF TECHNOLOGY
AND MANAGEMENT

1.2 Address Line 1 MUTTOM P O

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

0484-2625004 , 0484-2652005
0484-2630790

Name of the Head of the Institution:

Tel. No. with STD Code:

0484-2625004

Mobile:

9847189238

Name of the IQAC Co-ordinator:

Mobile: 9495114276

IQAC e-mail address:

iqac.sstm@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN18879) KLCOGN17310

1.4 NAAC Executive Committee No. & Date: EC(SC)/05/A&A/013 dated 03-03-2015
(For Example EC/32/A&A/I43 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.scmsgroup.org/sstm

Web-link of the AQAR:

www.scmsgroup.org/sstm/ AQAR2016-17.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.19	2015	2020
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 26/08/2013

1.8 AQAR for the year (for example 2010-11) 2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR____2015-16 submitted to NAAC on 04/08/2016 (DD/MM/YYYY)4
- ii. AQAR, _ (DD/MM/YYYY)
- iii. AQAR, (DD/MM/YYYY)

iv. AQAR_

(DD/MM/YYYY)

1.10 Institutional Status

University State Nil Central Deemed Private

Affiliated College Yes • No Nil

Constituent College Yes Nil No •

Autonomous college of UGC Yes Nil No •

Regulatory Agency approved Institution Yes • No Nil

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

 Urban Nil Rural • Tribal Nil

Financial Status Grant-in-aid Nil UGC 2(f) Nil UGC 12B Nil

 Grant-in-aid + Self Financing Nil Totally Self-financing •

1.11 Type of Faculty/Programme

Arts • Science • Commerce • Law Nil PEI (Phys Edu) Nil

TEI (Edu) Nil Engineering Nil Health Science Management

Others (Specify) Computer Applications (Technology)

1.12 Name of the Affiliating University (*for the Colleges*)

Mahatma Gandhi University,
Kottayam

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University Nil

University with Potential for Excellence	Nil	UGC-CPE	Nil
DST Star Scheme	Nil	UGC-CE	Nil
UGC-Special Assistance Programme	Nil	DST-FIST	Nil
UGC-Innovative PG programmes	Nil	Any other (<i>Specify</i>)	Department of Science and Industrial Research (DISR)
UGC-COP Programmes	Nil		

2. IQAC Composition and Activities

2.1 No. of Teachers	6
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	1
2.4 No. of Management representatives	2
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	13
2.10 No. of IQAC meetings held	
2.11 No. of meetings with various stakeholders:	No. 5 Faculty 4
Non-Teaching Staff	<input type="text" value="1"/>
Students	<input type="text" value="Nil"/>
Alumni	<input type="text" value="Ni i"/>
Others	<input type="text" value="Nil"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes Nil No

If yes, mention the amount ^{N i}1

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. ¹ International Nil National 1 State Nil Institution Level Nil

(ii) Themes National conference in Commerce on 'Start-up India - Opportunities and Challenges' on 23.09.2016

2.14 Significant Activities and contributions made by IQAC

Faculty Development Programme on

1. 'Innovative Methods of Teaching' on 16th March 2017.
2. 'Student Research Project - Facilitating excellence in research' on 9th January 2016.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of Action	Achievements
Conference	National conference in Commerce on 'Start-up India - Opportunities and Challenges' on 23.09.2016
Faculty Development Programmes	FDP on 1. 'Use of ICT in Education for Online and Blended Learning' on 25 th November 2016. 2. 'Innovative Methods of Teaching' on 16 th March 2017.
Value addition courses	MBA department introduced 3 Add-on courses and 3 Certificate courses.

Industry Institute Interaction programme	Interaction with industry experts were arranged once every week (Thursday) for the students
Publications and Seminar presentations	Faculty have published articles in peer reviewed Journals and have presented research papers in Seminars and conferences

** Academic Calendar of the year 2016-17 is attached as Annexure 1.*

2.15 Whether the AQAR was placed in statutory body Yes • No Nil

Management • Syndicate Nil Any other body Nil

Provide the details of the action taken

The management accepted the AQAR and suggested new Initiatives to enhance the quality of the Institution in all aspects which has been accepted by the IQAC

Part - B

Criterion - I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Nil	N	Nil	Nil
PG	4	N	4	Nil
UG	4	N	4	Nil
PG Diploma	N	N	Nil	Nil
Advanced Diploma	N	N	Nil	Nil
Diploma	N	N	Nil	Nil
Certificate	N	2	2	Nil
Others	N	Nil	Nil	Nil
Total	8	2	10	Nil
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / ~~Open options~~

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10
Trimester	Nil
Annual	Nil

1.3 Feedback from stakeholders* Alumni • Parents • Employers • Students •
(On all aspects)

Mode of feedback Online • Manual • Co-operating schools (for PEI)

**Analysis of the feedback in the Annexure 2, 3, 4, 5*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Nil

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion - II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	59	24	8	5	22

2.2 No. of permanent faculty with Ph.D. 18

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	8	Nil	1	Nil	1	Nil	6	Nil	16	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty 6 1 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	4	2
Presented papers	6	10	Nil
Resource Persons	1	3	1

2.6 Innovative processes adopted by the institution in Teaching and Learning:

M.Sc: A brainstorming programme for PG students on major inventions published in Nature and Science magazine.

MCA: 1. Workshop on PHP conducted for students.

2. Learning best practices: -

Open Book Tests conducted for MCA students for the subjects - Computer Security, Computer Graphics and Information Technology and Distributed Application.

Poster Making Given for Multimedia students

MBA: 1. Students undertook field studies in services marketing to get a hands on experience of different industries in the service. They presented their findings in the class.

2. Flipped class room

3. Integrated Management Learning Programme,

4. Undertaken Socially relevant research projects

- 2.7 Total No. of actual teaching days during this academic year 180
- 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Open book examination
Online Quiz
- 2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop Nil
- 2.10 Average percentage of attendance of students 92%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MBA	119	Nil	23.52	Nil	Nil	25.33%
MCA	16	12.50	62.50	Nil	Nil	75%
M.Sc	5	80.00	20.00	Nil	Nil	100%
B.Com Finance	59	11.86	37.28	18.64	Nil	68%
B.Com Computer Application	30	23.33	53.33	Nil	Nil	76.67

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Preparation of annual calendar consisting of academic and extra-curricular events. This is used as a schedule to monitor the progress of teaching and learning process.

The Principal discusses every course plan with the concerned faculty member to ensure the right teaching methods are used per subject.

Organising Faculty Development Programmes and training for students.

The Principal regularly interacts with students and faculty members to get feedback and to give suggestions.

Student feedback on faculty of each paper is taken twice in a semester and analysed. The summary of the feedback analysis is given to faculty members for improvement.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	15
UGC - Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	1
Faculty exchange programme	Nil
Staff training conducted by the university	2
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	2
Others	<p>12 (Faculty/Staff "Training program in ISO 9001 : 2015')</p> <p>13 (Training program Incorporation of Use of ICT in Education for Online and Blended Learning)</p> <p>10 MBA (KSP).</p> <p>20 (Attended Post Union Budget analysis by Cochin Chamber of Commerce in association with The Institute of Cost Accountants of India, Cochin chapter)</p> <p>1 (Post Union Budget analysis by Confederation of Indian Industry (CII) in association with PricewaterhouseCoopers (PwC))</p>

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	Nil	Nil	Nil
Technical Staff	8	Nil	Nil	Nil

Criterion - III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Encourage faculty members to publish research papers in peer reviewed journals.

Incentives for publishing in select journals.

On-duty leave for faculty to attend and present papers in seminars and conferences.

Deputing faculty to expert talks organised by Kerala Management Association.

Encourage faculty to submit project proposals to get funding from government agencies.

Conduct workshop on latest statistical packages required in research

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	1	Nil	Nil
Outlay in Rs. Lakhs	145.31	30.04	Nil	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	6	2	Nil
Non-Peer Review Journals	Nil	1	Nil
e-Journals	2	Nil	Nil
Conference proceedings	3	6	Nil

3.5 Details on Impact factor of publications:

Range Nil Average 3 h-index 10 Nos. in SCOPUS Nil

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	5	ICSSR	Rs. 5,00,000	Rs.57,600 (Final instalment received)
Minor Projects	Nil	Nil	Nil	Nil

Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	1 month	SSTM (Institution)	Rs. 10,000	Rs.10,000
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)				
1. Workshop on Intellectual Property Rights	2016-17	KSCTE	38,000	38,000
2. National Seminar on Assistive Technology	2016-17	KSCTE	20,000	20,000
Total		4	5,68,000	1,25,600

3.7 No. of books published i) With ISBN No. 1 Chapters in Edited Books 2

ii) Without ISBN No. Nil

3.8 No. of University Departments receiving funds from

UGC-SAP	Nil	CAS	Nil	DST-FIST	Nil
D P E	Nil			DBT Scheme/funds	Nil

3.9 For colleges	Autonomy	Nil	CPE	Nil	DBT Star Scheme	Nil
	INSPIRE	1	CE	Nil	Any Other (specify)	Nil

3.10 Revenue generated through consultancy Nil

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	Nil	1	Nil	Nil	1
Sponsoring agencies	Nil	MNRE DST	Nil	Nil	SSTM

3.12 No. of faculty served as experts, chairpersons or resource persons 3

3.13 No. of collaborations International Nil National 2 (ACCA, Hedge Equities) Any other Nil

3.14 No. of linkages created during this year Nil

3.15 Total budget for research for current year in lakhs :

Nil

Rs. 10,000

From Funding agency

From Management of University/College

Total Rs. 10,000

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	nil
	Granted	nil
International	Applied	nil
	Granted	nil
Commercialised	Applied	nil
	Granted	nil

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
1	Nil	1 (Dr.Mohankumar - Best Research Worker)	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

2
1

3.19 No. of Ph.D. awarded by faculty from the Institution

1

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events:

University level Nil State level Nil

National level Nil International level Nil

3.22 No. of students participated in NCC events:

University level Nil State level Nil

National level 1 (MCA) International level Nil

3.23 No. of Awards won in NSS:

University level Nil State level Nil

National level Nil International level Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	Nil
NCC	Nil	NSS	2
		Any other	Nil

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- NSS Volunteers organised a cleaning drive at Mangalavanam Bird Sanctuary, the green lung of Kochi, as part of the World Environment Day on 15.06.2016.

Criterion - IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created (2016-17)	Source of Fund	Total
Campus area	20449 sq mtrs		Tuition fees and Internal borrowings	20449 sq mts
Class rooms	1458.27 sq mtrs	407m ²		1458.27 sq mts
Laboratories				405.31 sq mts
1. Computer lab	405.31 sq mtrs	105m ²		211.85 sq mts
2. Biotech lab	211.85 sq mtrs	Nil		561.25 sq mts
Seminar Halls	561.25 sq mtrs			Nil
No. of important equipments purchased (> 1-0 lakh) during the current year.	Nil			

Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 225.9 lakhs			Rs. 225.9 lakhs
Others: Library - MBA Building furniture & electricals	398 sq mtrs Rs. 261.16 lakhs			398 sq mts Rs. 261.16 lakhs

4.2 Computerization of administration and library

Computers have been provided in the administration department and library for browsing and library management

4.3 Library services:

MBA:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	3401	1175926	262	106635	3663	1282561
Reference Books	541	270641	18	16233	559	286874
e-Books						
Journals	114	192778	15	14371	129	207149
e-Journals						
Digital Database						1,80,000 Proquest Database
CD & Video	274		17	5964		
Others (specify)						

MCA:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6921	1773237	111	49811	7010	1823148
Reference Books	168	44330			168	44330
e-Books						
Journals	6	11500	6	10300	12	21800
e-Journals						
Digital Database	2	191000			2	191000
CD & Video	262		8		270	
Others (specify)						

M.Sc:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	736	1746468	NA	NA	736	1746468
Reference Books	100	259688	11	7951	111	267639
e-Books	NA					
Journals	11	18760	NA	NA	11	18760
e-Journals	2	18958			2	24634
Digital Database	PROQU EST	180000				
CD & Video	41					
Others (specify)						

B.Com:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	727	252634	63	19561	790	271195
Reference Books	90	30765	6	4784	96	34554
e-Books						
Journals	20	17069	2	2000	22	19069
e-Journals						
Digital Database						1,80,000 Proquest Database
CD & Video	31				6	
Others (specify)						

BA Economics:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30	11685	35	18344	65	30029
Reference Books	0	0	4	4411	4	4411
e-Books						
Journals	3	4250	2	460	5	4710
e-Journals						
Digital Database						1,80,000 Proquest Database

CD & Video			3	891	3	891
Others (specify)						

B.Sc:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	36	17264	16	12285	52	29549
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	201	118	-	8	12	11	38	14
Added	30	25	-	Nil	Nil	Nil	5	Nil
Total	231	143	-	8	12	11	43	14

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

All computers are provided with internet access.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.75
ii) Campus Infrastructure and facilities	30.25
iii) Equipments	3.90
iv) Others	13.88

Total : 49.78

Criterion - V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Foundation classes for fresh MBA students.

Seminar on selecting a specialisation for MBA second semester students.

Career guidance for students during mentoring sessions.

All information required by the students is displayed on the notice boards.

Changes in timetable, examination schedule and internal marks are sent by email to students.

5.2 Efforts made by the institution for tracking the progression

Regular evaluation is conducted for students and the marks are displayed on the notice board.

During mentoring sessions, each mentor tracks the performance of their mentees in both academic and extra-curricular activities.

Students with less than satisfactory performance are counselled by the respective faculty to understand the students' difficulties with learning and evaluation.

Linways (Learning management system) is constantly updated with the students' marks so that all stakeholders have access to this information.

5.3 (a) Total Number of students
(admitted in the year 2016-17)

UG	PG	Ph. D.	Others
149	196	-	-

(b) No. of students outside the state 2

(c) No. of international students NIL

No	%
138	40

Women

No	%
207	60

Last Year (2015-16)

This Year (2016-17)

General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
193	2	0	122	0	317	264	5	2	74	0	345

Demand ratio : 957 : 452 Dropout % : 2.89%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Study material for UGC-CSIR exam and Coaching for UGC-CSIR examination (M.Sc students)

Aptitude test training for MBA Batch 13 students.

No. of students beneficiaries 12 (M.Sc) + 120 (MBA)

5.5 No. of students qualified in these examinations

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	Nil	UPSC	Nil	Others	Nil

5.6 Details of student counselling and career guidance

Regular counselling for students by faculty are organised every week. The mentor with his/her 10 mentees, regularly meet and a file is maintained for the same.

During counselling and mentoring sessions, students are provided career guidance. For MBA students, the placement officer addresses the students on career opportunities before the commencement of the placement season.

No. of students benefitted 300

5.7 Details of campus placement

MBA 2016-17

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
33 - in campus 18 - Off campus	112	84	2

B.Com. 2016-17

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1 - in campus 1 - Off campus (till date)	34	13	Nil

M.Sc. 2016-17

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Placement enquiries of 3 companies sent to SIBB-R & D.	Nil	Nil	4

MCA. 2016-17

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Placement of SSTM MCA students often merged with placements of SSET MCA students.	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

The NSS unit of SSTM organised the International Women's Day on March 10, 2017. The programme was addressed by Dr. Adeela Abdulla, IAS, Sub-collector, Ernakulam, Ms. Priyanka Idicula, Director, Birthvillage, Kochi. The programme concluded with an inspiring demonstration on self-defense techniques based on the Kerala's famous martial art form Kalaripayattu.

5.9 Students Activities**5.9.1 No. of students participated in Sports, Games and other events**

State/ University level Nil National level Nil International level Nil

No. of students participated in cultural events

State/ University level Nil National level 157 (MBA)
25 BCom International level Nil

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level Nil National level Nil International level Nil

Cultural: State/ University level Nil National level 14 International level Nil

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	8	Rs. 4,46,675
Financial support from government	Nil	Nil
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level Nil National level Nil International level Nil

Exhibition: State/ University level Nil National level Nil International level Nil

5.12 No. of social initiatives undertaken by the students 9 {6 (MBA) + 1 (MCA) + 2 (BCom)}

5.13 Major grievances of students (if any) redressed: 6 grievances of MCA students were redressed.

Criterion - VI

6. Governance. Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: A centre for excellence renowned for its quality in management, technology, bioscience and biotechnology education and for its commitment to help individuals to achieve a holistic development.

Mission: To provide quality education to aspiring younger generation through the best of teaching and learning opportunities, to discover full potential in technical and managerial competencies, to nurture and enhance creativity and innovation and to imbibe human values through relevant programmes in research, extension and community involvement.

6.2 Does the Institution has a management Information System

Linways Academic Management System is the Management Information System of the Institution.

The features of Linways Academic Management System are:

1. Real time attendance.
2. On-line access to internal marks to all stakeholders.
3. Student performance analysis both class-wise and batch-wise.
4. Feedback by students.
5. Faculty workload, leave management and timetable.
6. Online library management system.
7. Generation of MIS reports.
8. Used as a medium of communication between management, faculty and students.

In the year 2016-17, the Admission Management System was added to Linways.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The curriculum for all the courses is given by the Mahatma Gandhi University, Kottayam.

Add-on courses were introduced for MBA Semester 4 students in the following topics: Employee engagement, Professional selling, Financial Reporting.

6.3.2 Teaching and Learning

The teaching learning process begins with the preparation of the academic calendar and course plan for each subject.

Learning is made student-centric by many activities such as extra readings, independent learning, collaborative learning, interactive learning and use of audio-visual aids.

To nurture critical thinking, creativity and scientific temper various methods such as field visits, lab exercises, IMLP, OBT, participation in competitions and projects, providing application oriented assignments, etc are used.

Students and faculty are exposed to advanced level of knowledge and skills by participating in seminars, conferences and workshops.

6.3.3 Examination and Evaluation

Continuous Internal Assessment: Internal assessment is continuously conducted throughout the course. Assessment criteria consists of tests, assignments, presentations, project works, quizzes, surprise tests, viva-voce etc.

Periodic Publication of Internal Marks in Notice Board: Student performance for each of the internal components is individually entered and is periodically summed up. These are published in the notice board periodically.

Mid-term and Model Examinations: These are designed to simulate University-level semester-end examinations.

Linking Internal Assessment Components to Learning Objectives: Since the entire course is divided into separate modules/topics, the internal assessment method of any module/topic corresponds to the learning objectives attributable to the module.

6.3.4 Research and Development

The institution undertakes both internal and external funded projects. The institution encourages interdisciplinary research. To optimally utilize all the facilities, the institution makes available all the facilities to all faculty interested in research.

Along with the well equipped labs, libraries and equipments, the students are encouraged to make contribution to various research projects. The institution provides training for students from outside institutes and also provides for a customer service facility for outside research scholars for utilizing the equipment facility of the institute.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The institution has adequate number of classrooms, seminar halls, tutorial space, well equipped scientific labs and computer labs, an animal house, research room attached to the library.

Additions in carpet area were made to the existing MBA Library. New classrooms were added to the existing ones.

6.3.6 Human Resource Management

Management has a proactive approach to Human Resource Management in the Institution.

Necessary faculty and staff are recruited every year to carry out the activities of the Institution.

Encouragement is given to faculty to publish articles in peer reviewed journals.

Facilities are provided to faculty to undertake funded research projects.

Regular Faculty Development programmes are organised to enhance the knowledge of faculty.

The faculty are encouraged to present research papers in national and international level seminars and conferences.

Welfare measures are provided for both faculty and staff.

The performance of faculty is appraised through a 3-tier process - self, HOD and Management.

6.3.7 Faculty and Staff recruitment

Based on the vacancy in all departments, advertisements are published in the leading daily newspapers.

Scrutinizing of Application takes place as per the college norms.

The faculty positions are filled up by interviewing the candidates by the management.

The staff are selected based on interview and skills test.

6.3.8 Industry Interaction / Collaboration

Industry Institution interface programmes are held every week in a scheduled manner. Experts from industry are invited to the institution to interact with students on the emerging practices in management.

6.3.9 Admission of Students

The institution follows the norms of Mahatma Gandhi University in fulfilling the requirements of admission of students. MBA and MCA seats are completely filled-up by the management, and M.Sc (Biotechnology), B.Com and B.Sc seats are filled-up on a 50:50 basis

6.4 Welfare schemes for

6.5	Teaching	Ph.D Leave with pay, Course work leave, Travelling aUowa^e I jRs.12.63 crores Fund	Canteen, family get-together, reservation in admission to eligible wards of employees and concession/fee waiver for meritorious students.
	Non teaching	Employees Provident Fund, ESI	
	Students	Gymnasium, subsidised food in canteen, yoga, indoor and outdoor games, tie-up with KIMS, Sunrise and Ernakulam Medical Centre in allopathic treatment in emergencies	

Total corpus fund generated

6.6 Whether annual financial audit has been done Yes • No Nil

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nil	Nil	Yes	IQAC
Administrative	Yes	ISO	Nil	Nil

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes nA No NA

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not applicable

6.11 Activities and support from the Alumni Association

1. Organizing Yearly meetings at various locations inside and outside India.
2. Invite the alumni to provide guidance and motivation to the students.
3. Develop close association among the alumni members all over the globe.
4. Financial support.
5. Event sponsorship
6. Awards / reward.
7. Placement leads
8. Support the newcomer in the office
9. Invited lectures
10. Visiting faculty

6.12 Activities and support from the Parent - Teacher Association

The institution does not have a Parents-Teacher Association. Instead the institution organises Open House meetings with parents once every semester. During the meeting the parents are briefed about the progress of their wards. Parents also have given suggestions regarding coaching for entrance exams and Personality Development Programmes.

6.13 Development programmes for support staff

Awareness programme on ISO certification.

Training programme on MS Excel

6.14 Initiatives taken by the institution to make the campus eco-friendly

Rain-water harvesting

'Grow Pure' (Organic vegetable cultivation by NSS volunteers)

Energy conservation

Criterion - VII

7. Innovations and Best Practices

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Entry level foundation courses on programming methodology, Basic Arithmetic and introduction to Word and Excel given to students.

Suggested the open book system of learning and evaluation. The new method has been implemented in two subjects of the 4th semester of the 13th MBA Batch

Team building, team work and collaborative activities are given due importance during the mentoring sessions

Brain storming system of major findings create a new motivation and impact among students.

- 7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The academic year began with a plan of activities for student development, faculty enrichment and overall quality improvement of the Institution. All the planned activities such as seminars, conferences, personality development programmes, training workshops, industry interface activities, green audit, quality improvement activities and many more were completed on time.

- 7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Student seminar assessment
2. Digital Marketing campaign

** Details of Best Practices provided in Annexure 6.*

7.4 Contribution to environmental awareness / protection

SCMS Water Institute organised an inter- institutional workshop on " **Environment Management in Business**" on 18th March 2017 (Saturday), at SSET campus. The participants were students of MBA 2nd Sem of SSTM having a core paper on Environmental Management and MTech Environmental Engg students of SSET.

In the workshop, MBA students were grouped into various groups and given one business model each. Three MTech students were part of each of these groups as Environmental Consultants. Later each group made presentations of their own business models complying necessary environmental management regulations and protocols. Both MBA students and MTech students benefited extensively. It was an eye opener for MBA students as they got invaluable experiential information about the environmental legislations and policies they have to take care when they get into a business management career. At the same time it was a great experience for the MTech students to know more about the value and use of their technology in the business world

7.5 Whether environmental audit was conducted? Yes • No Nil

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strengths

1. Well qualified faculty with Ph.D qualification, varied industry, consultancy and research experience.
2. A well developed infrastructure such as ICT enabled classroom, internet enabled computer lab, and library with a wide ranging collection of books, journals and magazines.
3. The syllabus is supported by an excellent teaching methodology using a mixture of conventional and non-conventional methods.

Weakness:

No flexibility in adding or modifying course contents in the curriculum hence unable to change with changing industry trends.

Opportunities:

1. The courses are in high demand as is evident in the number of applications received from the students.
2. SSTM is one among the few reputed institutions existing in the State of Kerala as indicated by the NIRF
3. Long years of service to the community

Challenges:

1. Inevitable dependence on University calendar which brings in uncertainty to student progression.

2. Erratic syllabus improvement making the syllabus redundant.
3. Developing the students to meet the ever increasing corporate needs.

8. Plans of institution for next year

National workshop on Molecular Biology with reference to real time PCR on May 2017. It will be two week programme. The proposal was submitted to DBT and DST for funding

Student centred activities organized by the students themselves will be given more Importance. Teaching methodology will be more technology oriented with less importance to lectures

Name Dt-SuSicx^



Signature of the Coordinator, IQAC

Name ZK- O. SrtsL'



Signature of the Chairperson

R. G SASHI KUN

PRINCIPAL

SCMS SCHOOL OF
TECHNOLOGY & MANAGEMENT



Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure 2: Annual Calendar 2016-17

Department: All (Consolidated)

JUNE to DECEMBER 2016

Dt. Day	June	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Wed	1. MBA Course inauguration (B14 S1) Batch11MCA Sem4 classes begin Batch2 DMCA Sem2 Model exams begin B,Sc II Sem Univ-Exam B.Com Tax B4 S3, B3 S5 and B.Com CA B3 S3, B2 S5 Class begins						
Thu	2. MBA Foundation Course begins (B14 S1) B,Sc II Sem Univ-Exam			1. B.Sc III, 1 st Internal examination B.Com Onam holidays begins			1.
Fri	3.	1. B.Sc II Biotech-1 practical Model M.Sc III, Sem1 Model Exam practical-1		2. B.Sc III, 1 st Internal examination			2. B.Com tax B5 and B.Com CA B4 S1 model exam ends BCom tax B5 S2 and Bcom CA B4 S2 class begins Batch2 DMCA Sem3 UTY. Exams begin
Sat	4. M.Sc I : Assignment Test paper	2. M.Sc II, Seminar-1 (Batch-3) . B.Sc II Biotech-II practical Model		3. M.Sc II, Seminar-3 (Batch-2)	1. BA Internal examination ends (B1 S1)		3.
Sun	5.	3.		4.	2. Gandhi Jayanti		4.
Mon	6.	4. M.Sc II, 1 st internal examination	1. MBA PDP Begins (B14A S1) Batch13 MCA Sem1 classes begin	5. Batch3 DMCA Sem1 Mid Term exams begin	3. . M.Sc II, 2 nd internal examination Batch12 MCA Sem2 Model exams begin		5.

			Batch11 MCA Sem4 Mid Term exams begin Batch2 DMCA Sem3 classes begin				
Tue	7.	5. M.Sc II, 1 st internal examination	2.	6.	4. MBA S4 Univ exam ends (B12 S4) M.Sc II, 2 nd internal examination	1. CAB test (MBA B14 S1) B.Sc III, 2 nd Internal examination B.Com tax B4 S4, B3 S6 and BCom CA B3 S4, B2 S6 class begins	6.
Wed	8. M.Sc II, Seminar-1 (Batch-1)	6.Ramzan	3.	7.	5. M.Sc II, 2 nd internal examination	2. B.Sc III, 2 nd Internal examination	7. Batch1 DMCA Sem5 Model exams begin
Thu	9.	7. : B.Sc II: IT practical Model M.Sc II, 1 st internal examination	4.	8..	6.	3. LEB test (MBA B14 S1) B.Sc III, 2 nd Internal examination	8.
Fri	10.	8. MBA Model exam (B13 S2) Batch1 DMCA Sem4 UTU. exams begin B.Sc II Biotech-II I practical Model	5.	9.	7. MBA Mid term begins (B13 S3 Batch11 MCA Sem4 UTU. exams begin	4. B.Sc III, 2 nd Internal examination Batch11MCA Sem5 classes begin	9.
Sat	11.	9.	6. MBA PDP ends (B14A S1) M.Sc II, Seminar-2 (Batch-3)	10. B.Com Onam holidays ends	8.	5. B.Com Tax B4 S3, B3 S5 and B.Com CA B3 S3, B2 S5 model exam ends	10. B.Com tax B5 and B.Com CA B4 S1 Univ exam begins
Sun	12.	10.	7.	11.	9.	6.	11.
Mon	13.Talk by Jeeva Joy (MBA B14 S1) Batch2 DMCA Sem2 classes end	11.	8. MBA S2 Univ exam ends (B13 S2) M.Sc IV Sem research project presentation	12.	10. Mahanavami	7. PM test (MBA B14 S1) BA Model examination begins (B1 S1)	12.
Tue	14.	12. MBA OS Final Draft submission (B13 S2)	9.	13. Onam	11.Vijayadasam i	8.	13. BA Univ examination begins (B1 S1)
Wed	15. MBA Project submission (B12 S4)	13. MBA Study leave ((B13 S2)	10.	14. Onam	12. Batch1 DMCA Sem5 Mid Term exams begin	9. MBA Model exams begins (B13 S3	14.

	Batch12 MCA Sem2 classes begin, World Environment Day(NSS activity)						
Thu	16.	14.CII panel discussion on 'Start-ups - the next wave of Indian Economy (MBA B14 S1)	11.	15. MBA Mid term exam begins (b14 S1)	13.	10. Deepavali	15. BA S2 class begins
Fri	17.	15. B.Sc II Biochem practical Model) M.Sc III, sem, Univ-Exam	12.	16. Batch10 MCA Sem6 Project Evaluation	14. MBA Mid term exam ends (B13 S3) B.Com tax B5 and B.Com CA B4 S11st Internal exam begins	11. BA Model examination ends (B1 S1)	16.
Sat	18. M.Sc II, Seminar-1 (Batch-2)	16. M.Sc II, Seminar-2 (Batch-1)	13.	17. M.Sc II, Seminar-3 (Batch-3)	15. M.Sc 1V, Course work examination	12.	17.
Sun	19.	17.	14.	18.	16.	13.	18.
Mon	20.	18. : M.Sc III, sem, Univ-Exam Batch3 DMCA Sem1 classes begin B.Com tax B5 and B.Com CA B4 S1 Class begins	15. Independence day PDP (MBA B14B S1)	19. MBA Mid term exam ends (B14 S1) Batch2 DMCA Sem3 Mid Term exams begin	17. MBA Mock viva (B13 S3) Batch12 MCA Sem2 classes end	14. Batch2 DMCA Sem3 Model exams begin	19.
Tue	21. Batch1 DMCA Sem4 Model exams begin	19. BA Batch 1 Course inauguration BA Induction programme begins	16. MBA PDP (B14B S1) Batch1 DMCA Sem5 classes begin Batch12 MCA Sem2 Mid Term exams begin	20.	18.	15.	20.
Wed	22. . Batch2 DMCA Sem2 UTU. exams begin	20. M.Sc III, sem, Univ-Exam	17. MBA PDP (B14B S1) MBA S4 Univ exam begins (B12 S4)	21.	19. MBA S2 Univ Viva voce (B13 S3) B.Com tax B5 and B.Com CA B4 S1ends	16. MBA Model exams ends (B13 S3)	21. BCom Christmas holidays begins
Thu	23.	21. MBA Study leave ends (B13 S2)	18. MBA OS presentation (B13 S3)	22. CAB test (MBA B14 S1)	20. QMM test (MBA B14 S1)	17.	22.
Fri	24. MBA Foundation course ends (B14 S1)	22. MBA S2 Univ exam begins (B13 S2)	19. MBA OS presentation (B13 S3)	23. MBA OS Report Submission (B13 S3)	21.OB test (MBA B14 S1)	18.	23. MBA S3 Univ exam Ends (B13 S3)

		M.Sc II, 1 st assignment submission		Placement talk (MBA B14 S1) M.Sc II, 3 rd assignment submission . Batch11 MCA Sem4 classes end. National conference in Commerce on 'Start-up India Opportunities and Challenges'			
Sat	25.	23.	20. M.Sc II, Seminar-3 (Batch-1)	24.	22. Mahanavami	19.	24.
Sun	26.	24.	21.	25.	23. Vijayadashami	20. B.Com Tax B4 S3, B3 S5 and B.Com CA B3 S3, B2 S5 univ exam begins	25. Christmas
Mon	27. MBA S1 class begins (B14 S1) : B.Sc II Zoology practical Model	25. B.Com Tax B4 S3, B3 S5 and B.Com CA B3 S3, B2 S5 1 st Internal exam begins	22. LEB test (MBA B14 S1)	26. . Batch13 MCA Sem1Mid Term exams begin BA Internal examination begins (B1 S1)	24.	21. Batch12 MCA Sem3classes begin	26.
Tue	28.	26. M.Sc III, Sem1 Model Exam practical-II BA Induction programme ends	23.	27.	25. B.Com Tax B4 S3, B3 S5 and B.Com CA B3 S3, B2 S5 model exam begins	22.	27. Class test 1 (MBA B14 S2)
Wed	29. MBA Model exam (b13 S2) Batch1 DMCA Sem4 classes end B.Sc II Botany practical Model	27.	24.	28.	26.	23.	28. Batch1 DMCA Sem5 UTY. Exams begin
Thu	30.	28.	25.	29. M.Sc II, internal examination-practical	27. ME Test (MBA B14 S1)	24. B.Com tax B5 and B.Com CA B4 S1 model exam begins	29.
Fri		29. Conference on 'Sentimental	26. M.Sc II, 2 nd assignment submission	30. . M.Sc II, internal	28. MC test (MBA B14 S1)	25. MBA S3 Univ exam	30. MBA Class test 2 (B14 S2)

		Marketing' (MBA b14 S1) Tentative- Univ Practical Exam M.Sc Sem III		examination- practical	Batch12 MCA Sem2 UTY. Exams begin	starts (B13 S3) FDP on 'Use of ICT in Education for Online and Blended Learning'	M.Sc IV Final presentation- Research project BCom Christmas holidays ends
Sat		30. M.Sc II, Seminar-2 (Batch-2) B.Com Tax B4 S3, B3 S5 and B.Com CA B3 S3, B2 S5 1 st Internal exam ends	27		29.Deepavali	26.	31.
Sun		31.	28.		30.	27.	
Mon			29. B.Sc III, 1 st Internal examination		31. AM test (MBA B14 S1) Batch11MCA Sem5 classes begin B.Sc III, 2 nd Internal examination	28. S2 class begins (MBA B14 S2) Batch3 DMCA Sem1 Model exams begin	
Tue			30. B.Sc III, 1 st Internal examination			29. Workshop on Intellectual Property Rights (IPRs)	
Wed			31. B.Sc III, 1 st Internal examination			30. BA Univ examination begins (B1 S1)	

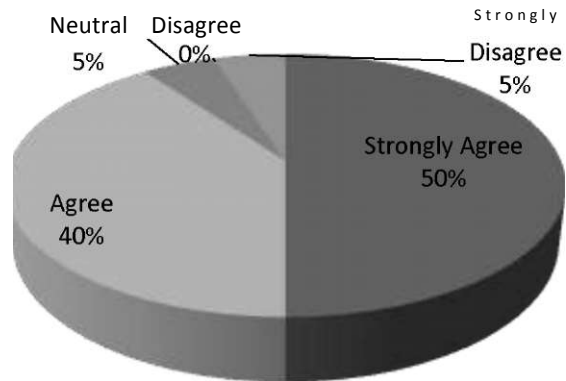
Dt. Day	JAN	FEBRUARY	MARCH	APRIL	MAY	JUNE
Wed		1	1 MBA S4 project starts (B13 S4) Add on course for MCA sem 5 @ Koratty Infopark			
Thu		2	2 BCom tax B4 S4, B3 S6, BCom CA B3 S4, B3 S6 Model exam starts Add on course for MCA sem 5 @ Koratty Infopark			1
Fri		3	3			2 MBA S2 Univ exam begins (B14 S2) MCA Sem 1 Uni Exam Ends, DDMCA Sem 6 Module Test2
Sat		4 BA Internal exam ends (B1 S2)	4	1 MBA OS begins (B14 S2)		3
Sun	1	5	5	2		4
Mon	2	6 MCA Sem 5 Midterm Exam, DDMCA Sem 1 Uni Exam Ends	6 MBA Mid term exam starts (B14 S2)	3 DDMCA Sem 4 Module Test 2	1 MCA Sem 4 Classes begins	5 DDMCA Sem 4 Uni Exam begins
Tue	3	7	7	4	2 MBA Project ends (B13 S4)	6
Wed	4	8	8	5 MCA Sem 3 Uni Exam Begin	3	7 MBA Final Project report submission (B13 S4)
Thu	5	9	9 MBA Mid term exam ends (B14 S2)	6	4 MBA OS ends ((B14 S2)	8
Fri	6	10 MBA S1 Univ exam ends (B14 S2)	10 BCom tax B4 S4, B3 S6, BCom CA B3 S4, B3 S6 Modell exam ends	7 MCA Sem 2 Classes suspend	5 MCA Sem 2 Classes resumes	9
Sat	7	11	11	8	6	10
Sun	8	12	12	9	7	11
Mon	9 DDMCA Sem 1 End Term Exam	13 MBA Class test 1 (B13 S4) DDMCA Sem 6 Classes begin	13 DDMCA Sem 4 Module Test1	10 MSc S3 2 nd Internal exam begins (B7 S3)	8 MCA Sem 2 Classes resumes BA S2 Univ exam begins (B1 S2)	12

Tue	10	14 MBA Class test 1 (B13 S4)	14	11	9 MBA Class test 2 (B13 S4) MBA OS Discussion (B14 S4)	13
Wed	11 MSc S3 1 st Internal exam begins (B7 S3)	15	15	12 MSc S3 2 nd Internal exam begins (B7 S3)	10 MCA Sem 5 Uni Exam begins	14
Thu	12 MBA S1 revision class (B14 S2)	16	16 FDP on 'Innovative Methods of Teaching'	13	11	15
Fri	13 MBA S1 revision class (B14 S2) MSc S3 1 st Internal exam ends (B7 S3)	17 DDMCA Sem 4 Add on course	17	14. Vishu and Good Friday	12 DDMCA Sem 4 Uni Exam Ends	16
Sat	14	18 DDMCA Sem 4 Add on course. National seminar on "Assistive Technology for Specially Abled Persons".	18 inter-institutional workshop on " Environment Management in Business" (MBA B 14 S2)	15	13	17
Sun	15	19	19	16	14	18
Mon	16 BSc Internal exam begins (B1 S4) DDMCA Sem 4 classes begin	20 BSc Internal exam begins (B2 S2) BCom tax B5 S2 and BCom CA B4 S2 Internal exam begins DDMCA Sem 2 Classes begin, MCA Sem 3 Midterm Exam, DDMCA Sem 4 - Add on course	20 BCom tax B5 S2 and BCom CA B4 S2 Model exam begins MCA Sem 3 Endterm Exam	17 MSc practical exam (B7 S3)	15 MBA Model exam starts (B14 S2) BSc S5 class begins (B1, S5)	19 MBA S2 Univ exam ends (B14 S2)
Tue	17	21. DDMCA Sem 4 - Add on course	21	18 MCA Sem 3 Uni Exam End	16	20
Wed	18	22 MBA Mid term exam begins (B13 S4)	22	19	17	21
Thu	19	23	23	20 MCA Sem 5 End Term Exam	18	22
Fri	20 BSc Internal exam ends (B1 S4)	24 MBA Mid term exam ends (B13 S4)	24	21 MCA Sem 1 Uni Exam begin	19 MCA Sem 5 Uni Exam Ends	23
Sat	21 BCom tax B4 S4, B3 S6, BCom CA B3 S4, B3 S6 internal exam starts	25	25. MSc S1 ends (B8 S1)	22	20	24
Sun	22	26 BCom tax B5 S2 and BCom CA B4 S2 Internal exam ends	26	23	21	25 Ramzan

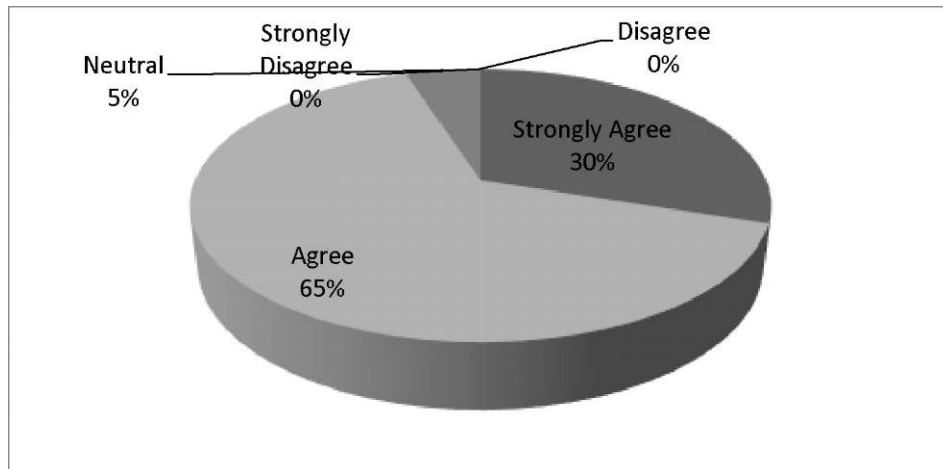
Mon	23 MCA sem 1 End Term Exam	27 MCA sem 2 Classes begin, DDMCA Sem 6 - Add on course @Koratty Info Park	27 MBA Class test 2 (B14 S2) MSc S1 2 nd Internal exam begins (B8 S1) DDMCA Sem 6 Module Test1 BA S2 Model Exam begins (B1 S2)	24 DDMCA Sem 2 Module Test1	22 BA S2 Univ exams ends (B1 S2)	26 MBA S3 class begins (B14 S3)
Tue	24	28 BSc Internal exam ends (B2 S2) . DDMCA Sem 6 - Add on course @Koratty Info Park	28 MBA Class test 2 (B14 S2) BCom tax B5 S2 and BCom CA B4 S2 Model exam ends	25	23 MBA Model exam ends (B14 S2)	27
Wed	25 MBA S1 Univ exam begins (B14 S2)		29 MBA Class test 2 (B14 S2) MSc S1 2 nd Internal exam ends (B8 S1)	26	24 DDMCA Sem 6 Uni Exam begins	28
Thu	26. Republic Day		30 MBA Class test 2 (B14 S2)	27	25 MBA Model exam starts (B13 S4)	29
Fri	27 BCom tax B4 S4, B3 S6, BCom CA B3 S4, B3 S6 internal exam ends DDMCA Sem 1 Uni Exam begins		31 BSc S2 and S4 ends (B1 S4, B2 S2) MSc Practical exam (B8 S1) BCom tax B3 S6 and BCom CA B2 S6 Final project submission. All semesters of BCom ends BA S2 Model exam ends (B1 S2)	28	26	30
Sat	28			29	27	
Sun	29			30	28	
Mon	30 BA Internal exam begins (B1 S2)				29	
Tue	31				30 MBA Model exam ends (B13 S4)	
Wed					31	

Annexure 3: Alumni feedback

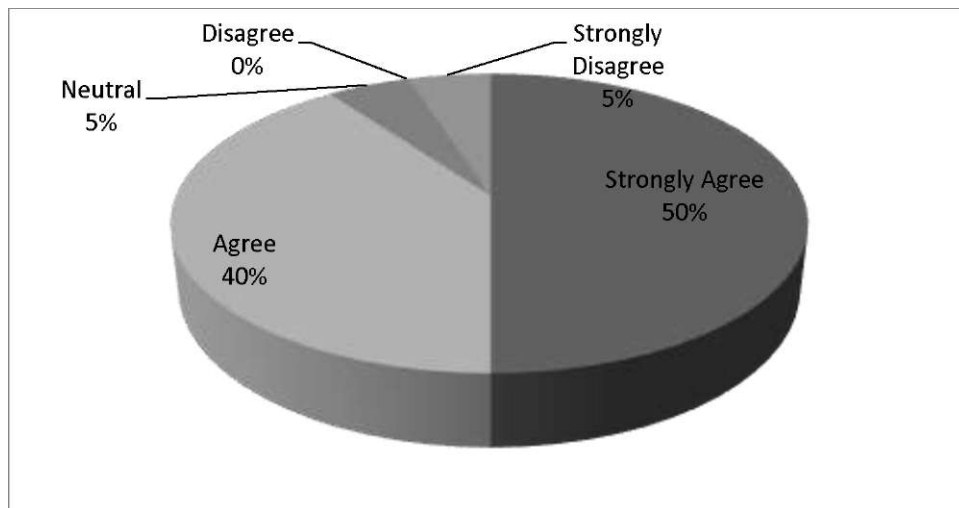
1. The learning I had in this institution is useful in my career



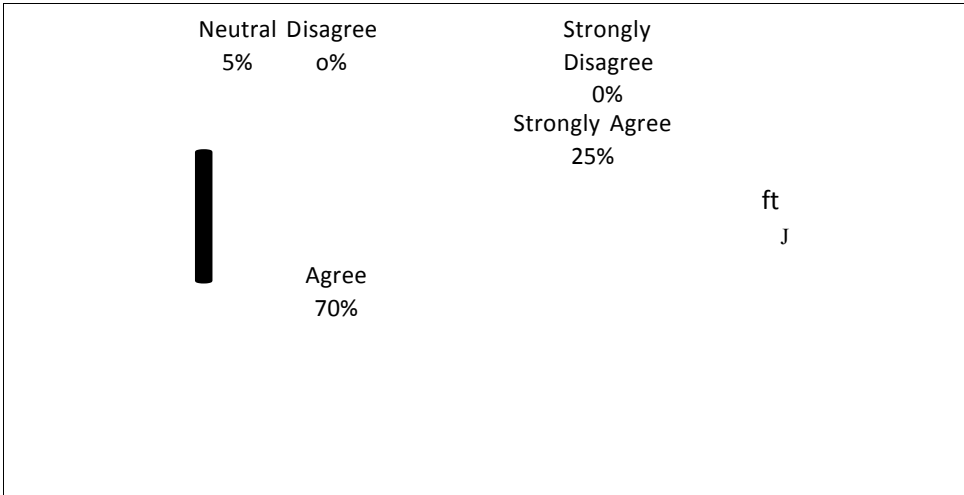
2. This institution is preferred for placements in industry.



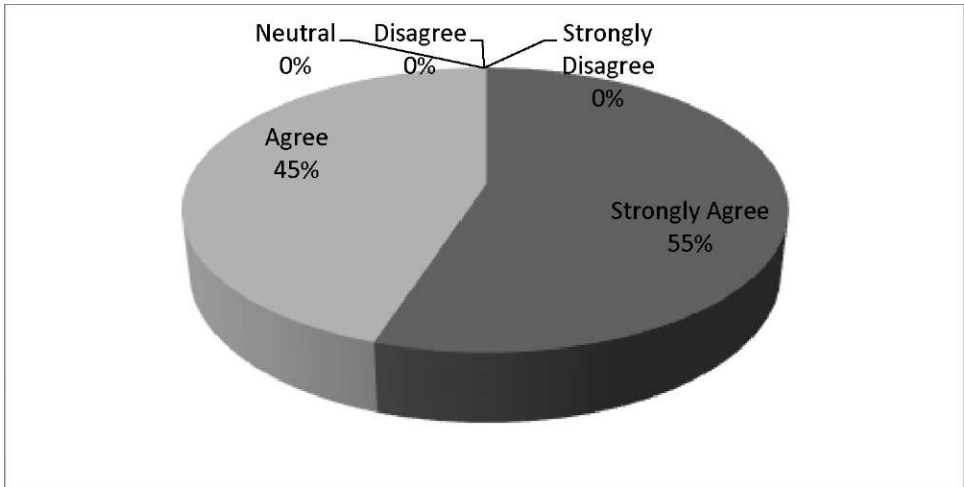
3. The infrastructure of the institution is adequate to fulfill the current needs of the industry.



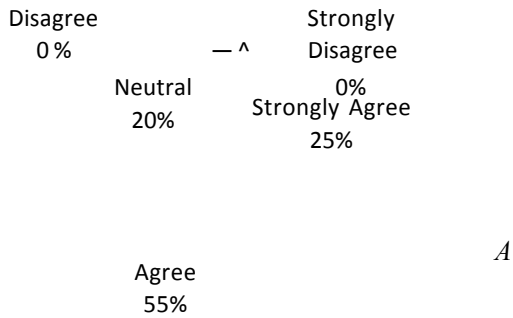
4. The curriculum (syllabus) is delivered in tune with the requirements of the industry



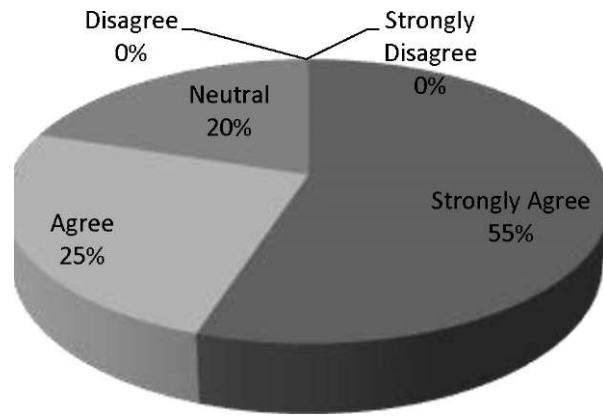
5. The learning environment is conducive to meet the needs of a student.



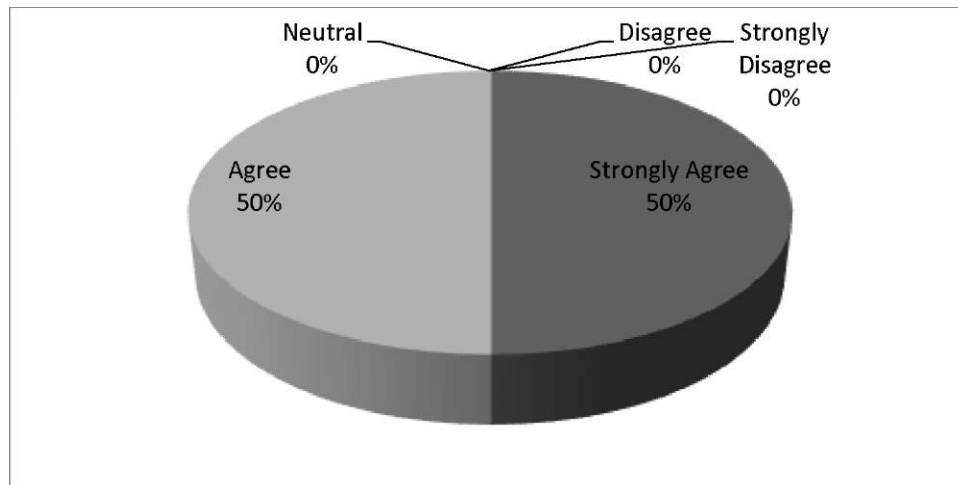
6. The institution is involving alumni in its activities



7. Alumni have a role to play in academically strengthening the institution further.



8. This institution has moulded me as an individual capable of fitting into any niche of industry.

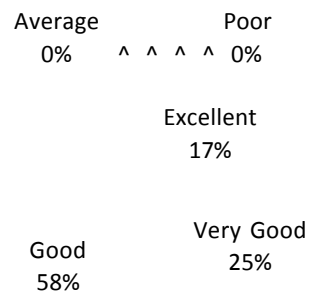


Parents Feedback

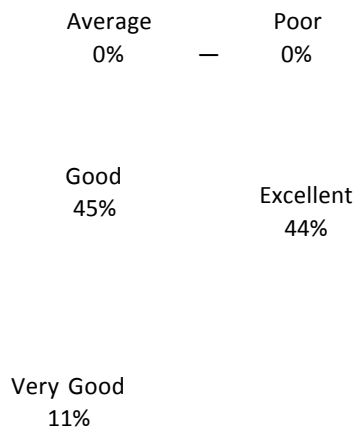
1. Provision of career oriented programmes



2. The Teaching-Learning Environment



3. System of Monitoring Student's Progress



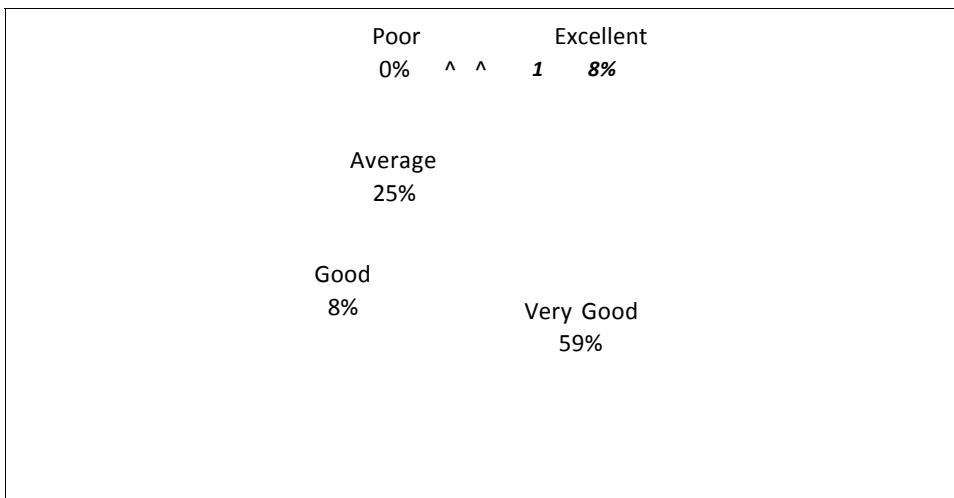
4. Encouragement provided to students for Participation in extra-curricular activities.

Average 0% Poor 0% / Excellent 8%

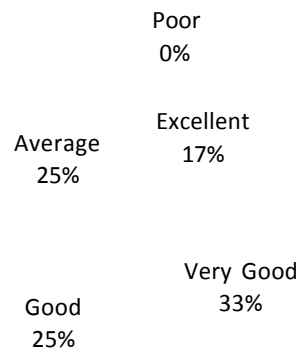
Very Good
25%

Good
67%

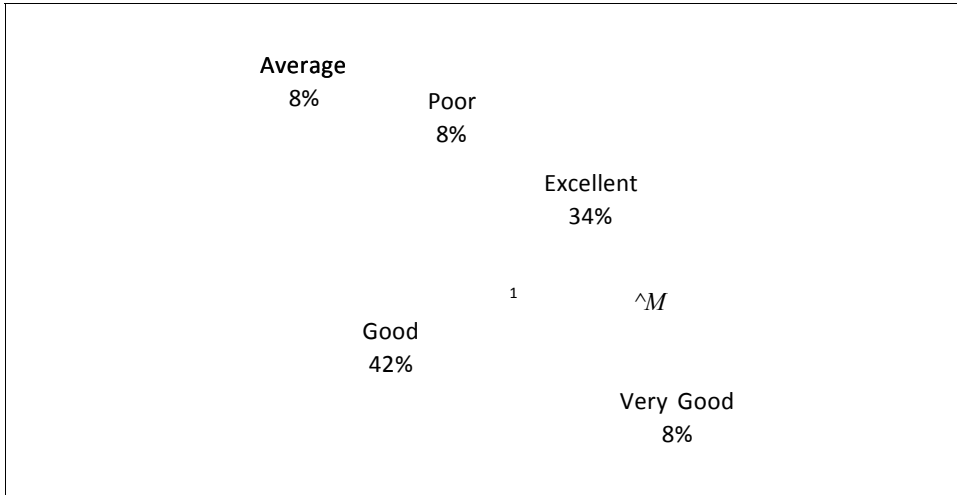
5. Infrastructure Facilities



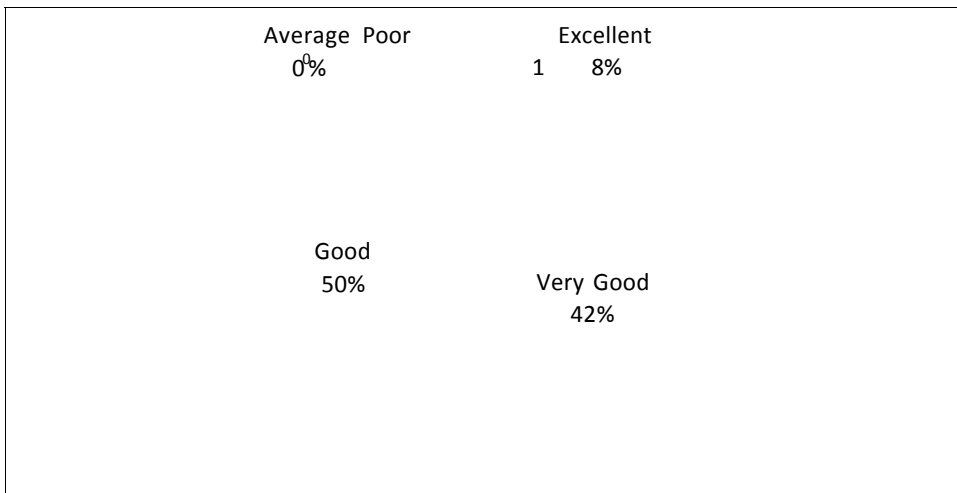
6. Learning Resources such as Library, Internet, Computer etc.



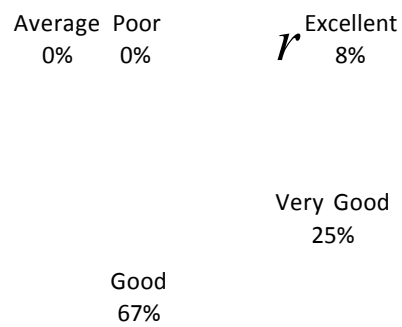
7. Communication between parents and college



8. Enhancement of Student's Personality



9. Value Based Education

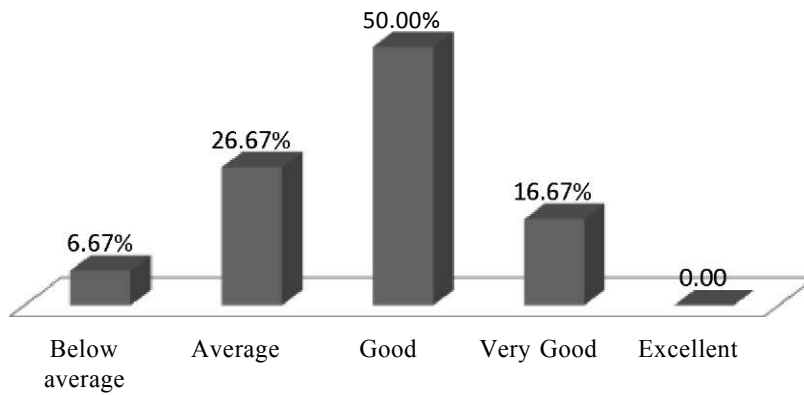


10. Discipline Practices

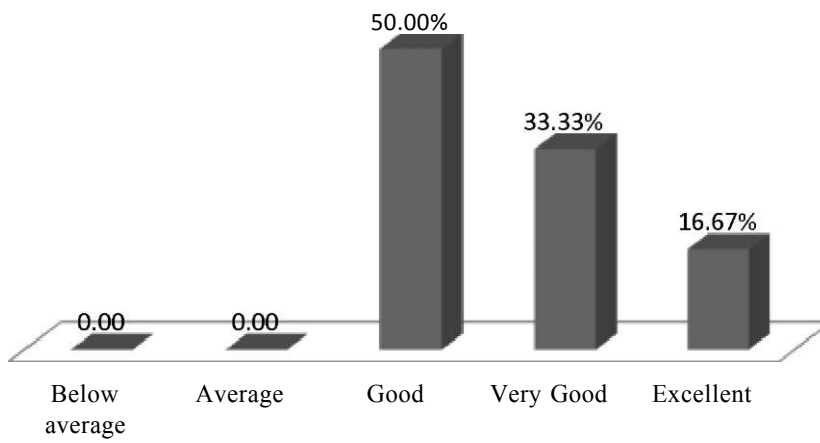


Employer's feedback

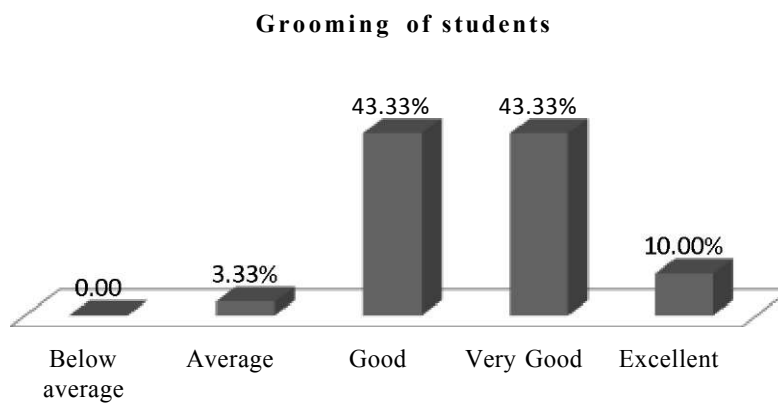
1. Subject Knowledge of students



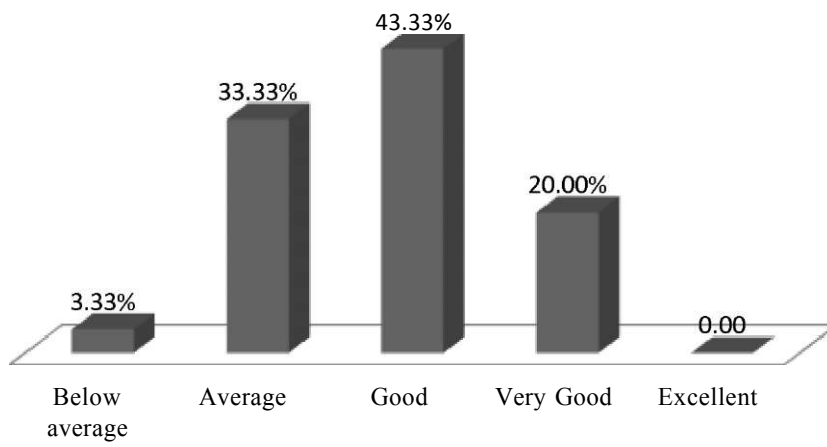
2. Attitude of students



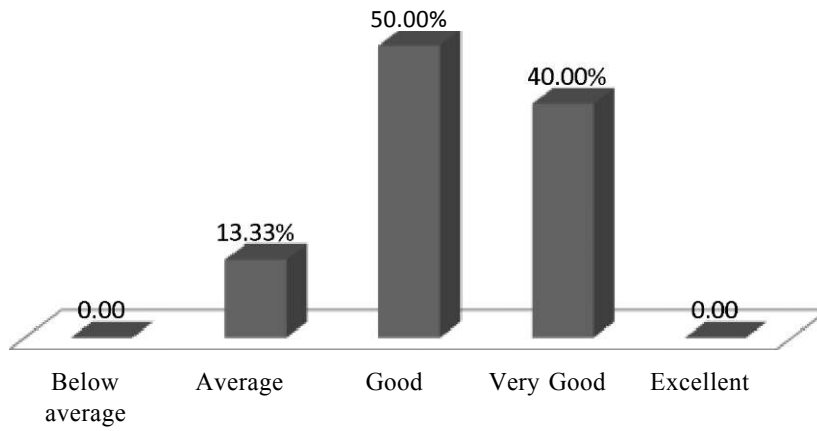
3. Grooming of students



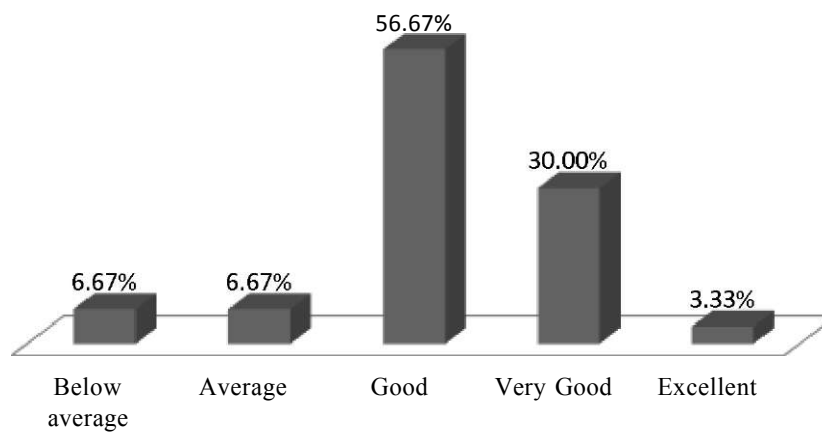
4. General awareness



5. Communication skill

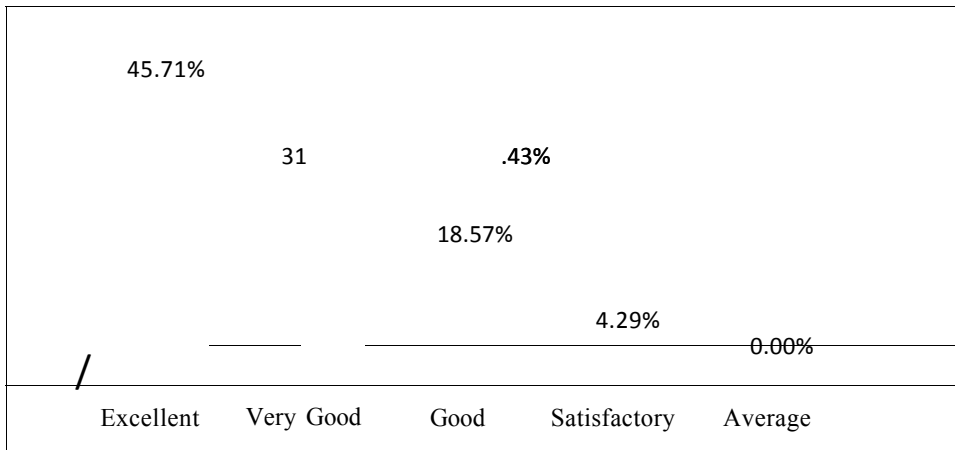


6. Leadership/Teamwork of students

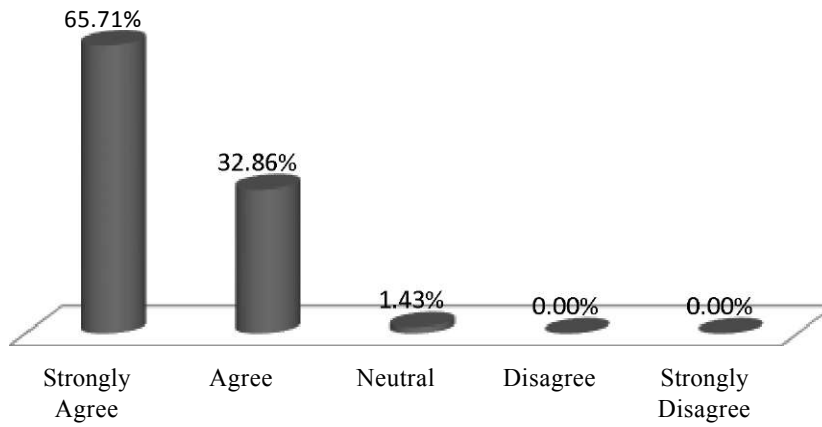


Students' feedback

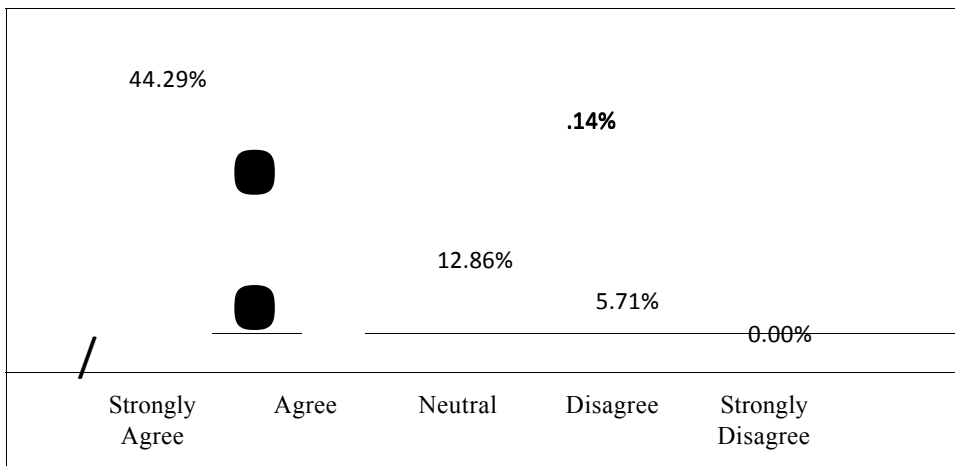
1. Faculty's encouragement to ask questions in class.



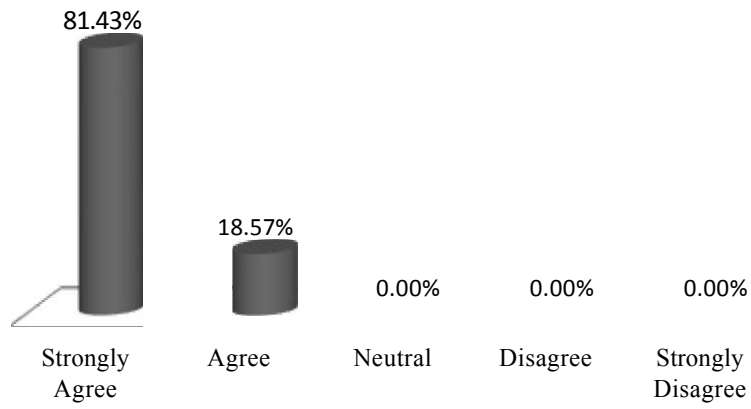
2. Faculty explains important concepts/ideas in ways that I can understand.



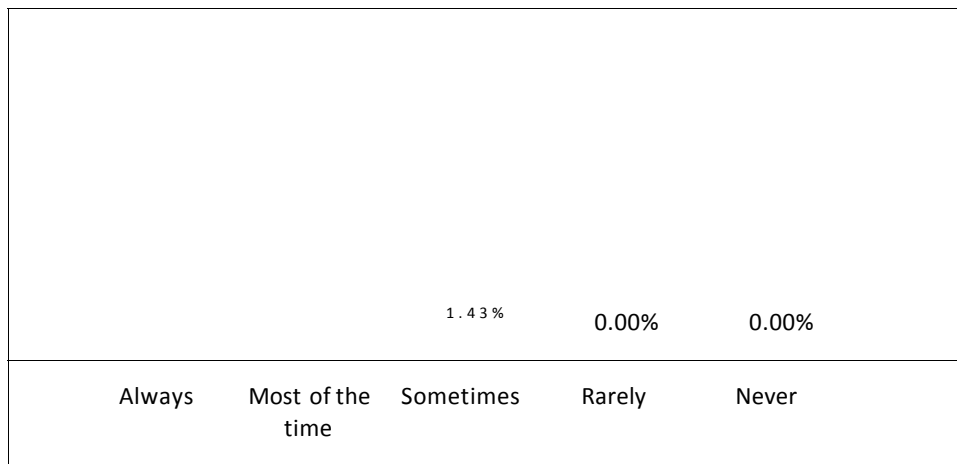
3. Faculty gives feedback in time to help me improve.



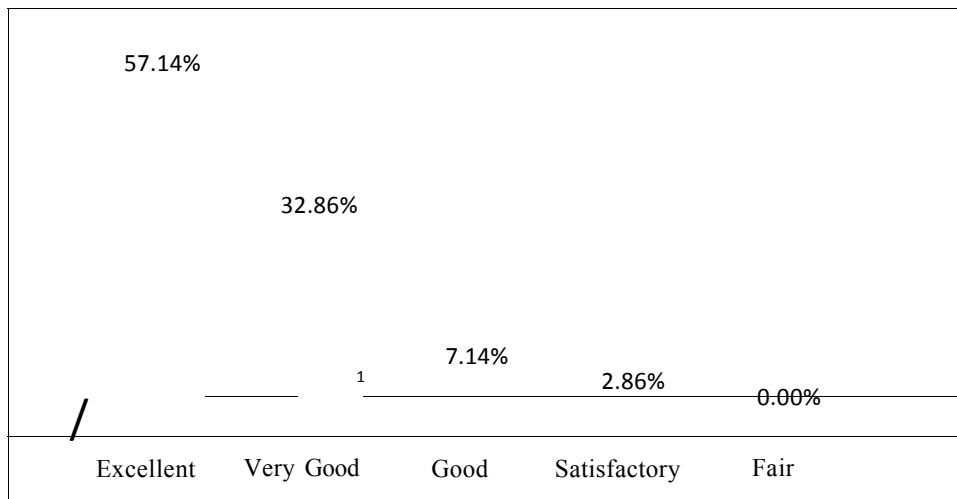
4. Faculty comes well prepared for the class.



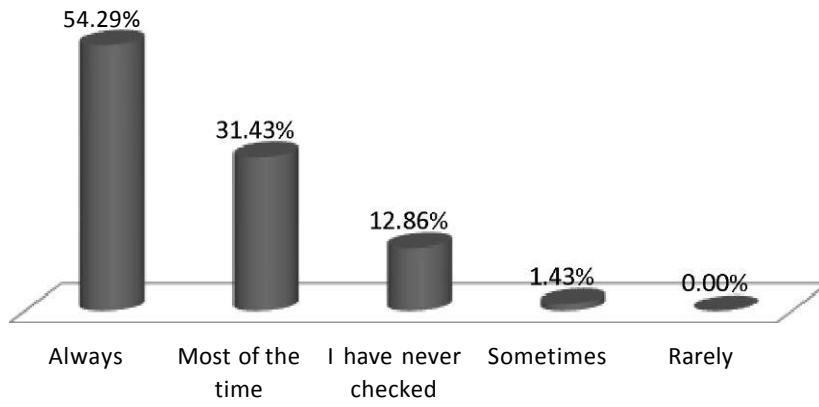
5. Faculty seems interested in teaching us.



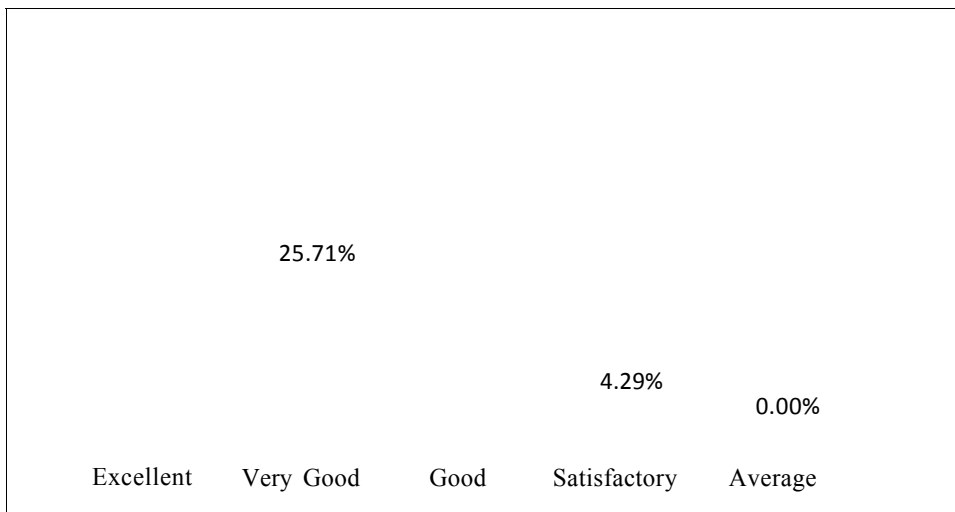
6. Writing assignments given by faculty are clear to me; I know what to submit.



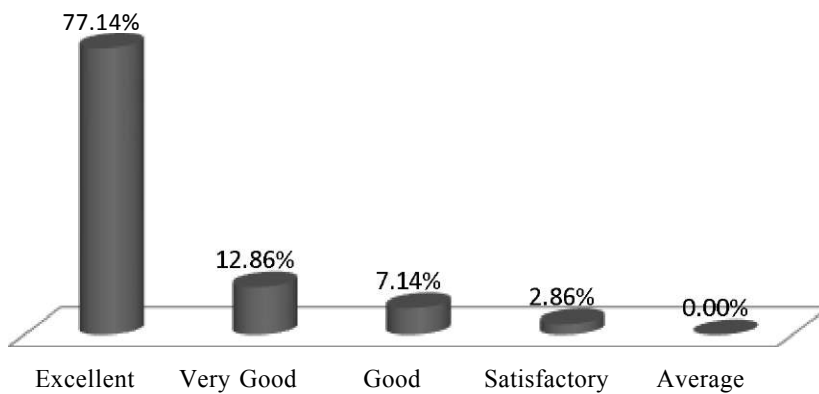
7. Faculty is available for clearing doubts after classes.



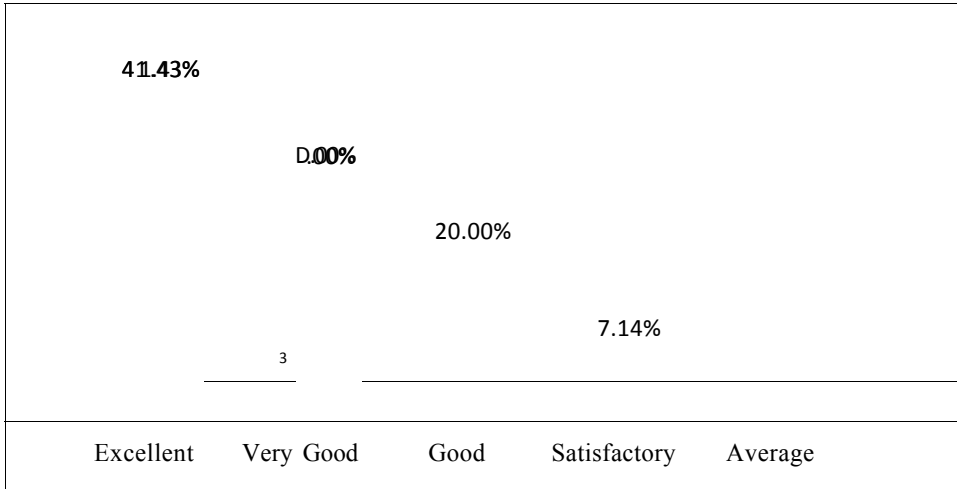
8. Faculty uses good teaching techniques to encourage learning in classroom.



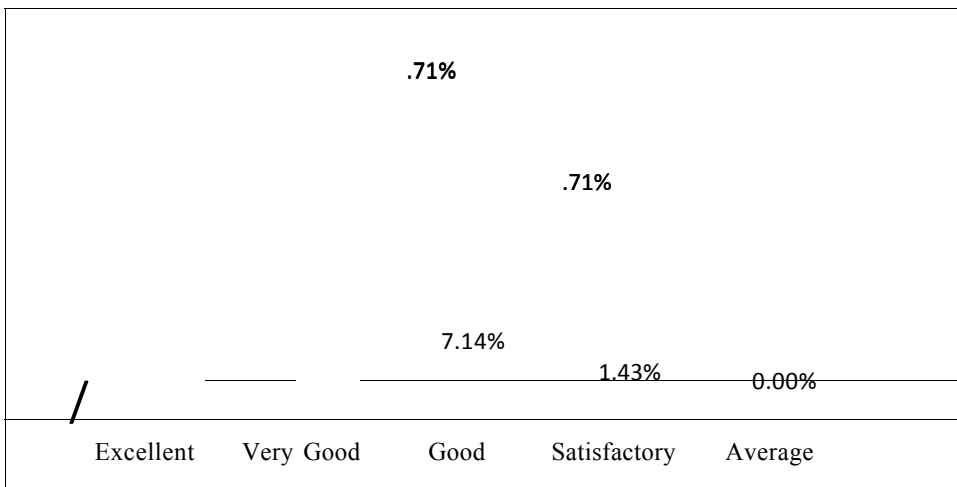
9. Class control skills



10. Returning assignments and test papers in a timely manner.



11. Overall rating of the faculty



Annexure 4: Best Practices

Best Practice 1:

1. Title of the Practice: New Method of Student Seminar Assessment

2. **Goal:** To improve the quality of the seminar pattern followed by the students.

3. **The Context:** The pattern followed by the students earlier is non competitive and just for the sake of completing their turn and for many of the students it was not at all an effective presentation. In this context the institute decided to innovate the standard of seminar presentations.

4. **The Practice:** Seminar presentations on topics assigned from the scientific literature or on subjects related to a current research project are an integral part of the course curriculum. The efforts made by the institute were quite clearly reciprocated by the students by greater willingness to actively participate in their own learning process.

- I. A clearly written abstract of the seminar will be submitted by the student three days before the seminar to the seminar coordinator and the it will be displayed on the departmental notice board for the reference all students and faculty members
- II. An innovation found particularly useful by the faculty was the feedback evaluation of the seminar presentation.
- III. Besides the name of the speaker, topic, the faculty have included the following criteria for the evaluation purpose.
 - a) Selection of topic
 - b) Literature review
 - c) Presentation skill
 - d) Objectives of the talk
 - e) Novelty of methodology
 - f) Effectiveness of discussion
- IV. For each of the above mentioned criterion, three grade points were given as - poor/average/fair.
- V. The student who scores an overall three 'poor' grade will be asked to retake the seminar on another date after better preparation.
- VI. If the student score less than 3 'poor' and 'fair' and 'average' for most of the criterion, the student is considered as "pass".
- VII. It further gives a student an opportunity to communicate and respond to an audience.

5. **Evidence of Success:** Students begin to show better performance during the seminar sessions. All of them were able to get the "pass" score during seminars. Communication skill of the students increased. Moreover awareness on the need for presenting scientific data confidently is developed among students.

6. Problems Encountered and Resources Required

There are no problems encountered for achieving this objective. The seminar coordinator takes the charge of printing and distributing evaluation form during seminar sessions. The forms were collected after seminars and further assessment were made during faculty meeting for determining the score of the student

Best Practice 2:

1. Title of the Practice: Digital Marketing Campaign

2. Goal: To provide the students with real time experience of running a digital marketing campaign.

3. The Context: To encourage students to take up socially relevant activities and actively in them.

4. The Practice: The students were divided into groups of 10 in each class . Each group had to choose a socially relevant topic. The groups were given 60 days to run a campaign offline and online. They had to simultaneously hold activities related to their topic at college and outside as well as execute a digital marketing campaign on multiple platforms.

5. Evidence of Success:

Major Activities done

No	Online	Offline
1	Facebook and Instagram pages	Visits to rescue homes/ abuse victim centers and orphanages
2	YouTube channels with videos	School visits for campaign and workshops
3	Websites with articles and links	Awareness campaigns and contests within the college
4	Blogs with content on the cause	Distribution of pamphlets, seeds, badges.
5	Posting photos, videos and articles	Interaction with transgenders and victims
6	Posting offline activities regularly	Visits to govt., non Govt offices
7	Updating digital platforms with content multiple times a day to gain Likes, Comments and Shares	Interaction with Govt. employees, Police, Fire and Rescue Officers, Doctors, Welfare officers, Lawyers, Local administration, students, Teachers and General public

Outcomes:

1. The students gained hands-on experience in planning, executing and monitoring live digital marketing campaign on their own using multiple platforms.

2. The students learned to implement digital marketing tools to attain their objective of increasing the likes, shares and comments received by their contents.

3. The students understood how to showcase the offline activities done by them through the online campaign by using them to create attractive content and uploading them regularly.

4. the students understood the value of interacting with the society and their ability to make a change through their online and offline activities.

6. Problems Encountered and Resources Required

There are no problems encountered for achieving this objective. The resources were raised by the students collectively.