SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

MANDATORY DISCLOSURE

1. **Name of the Institution**
   SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT
   SCMS CAMPUS, PRATAP NAGAR, MUTTOM, ALUVA, COCHIN-
   683106, KERALA, INDIA Phone: 0484-2623803
   E.mail : sstm@scmsgroup.org

2. **Name and address of the Trust/Society/Company and the Trustees**
   PRATHAP FOUNDATION FOR EDUCATION AND TRAINING MANAGEMENT HOUSE, SOUTH
   KALAMASSERY ERNAKULAM – 682 033, KERALA, INDIA
   Phone : 0484 -2623803/04 Fax : 0484 2633855
   E-mail : scms@scmsgroup.org

3. **Name and address of the Vice Chancellor/ Principal/Director**
   DR. G SASHIKUMAR
   PRINCIPAL
   SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT
   SCMS CAMPUS, PRATAP NAGAR, MUTTOM, ALUVA, COCHIN-
   683106, KERALA, INDIA Phone: 0484-2623803
   E-mail : sashikumar@scmsgroup.org

4. **Name of the affiliating University:**
   MAHATMA GANDHI UNIVERSITY,
   KOTTAYAM, KERALA

5. **GOVERNANCE**

	SCMS SCHOOL OF TECHNOLOGY & MANAGEMENT BOARD OF GOVERNORS (w.e.f. November 1, 2021)			
	Name	**Position**	**Qualification**	**Current organization and Positions held**
1	Dr.Subramanian Swamy	Member of Parliament - Chairman	Ph.D.	Formerly Union Minister for Commerce, Law & Justice & Professor, Harvard University

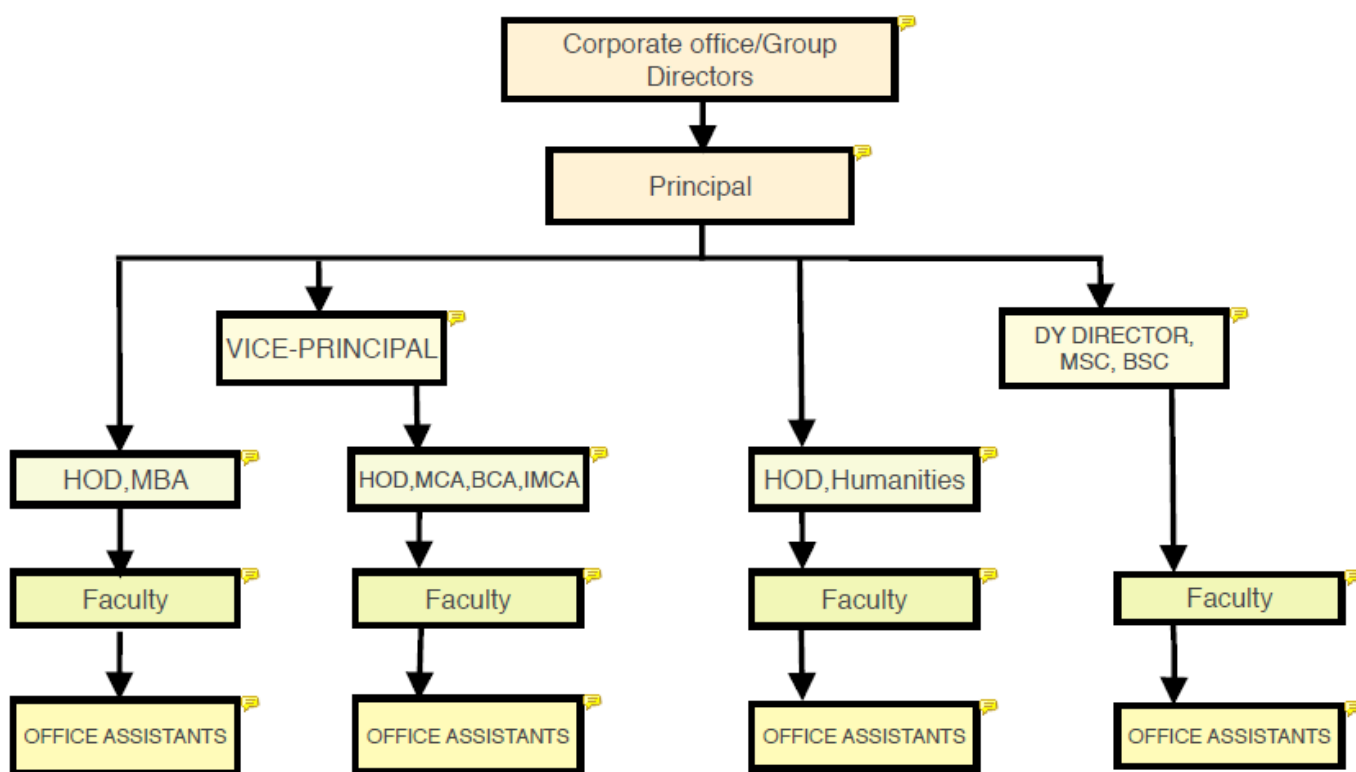|				
2	Mr.P.C.Chacko	Public Representative - Member	Graduate	Ex-MP., Formerly Minister for Industry, Govt. of Kerala
3	Dr. G.P.C.Nayar	Chairman and Founder, SCMS Group - Member	B.Sc., B.Jlm, PGDBM, MBA, Ph.D. (USA)	Chairman SCMS Group of Educational Institutions
4	Prof. Pramod P.Thevannoor	Vice Chairman, SCMS Group	B.Com, MBA	Vice Chairman, SCMS Group
5	Mr. T.P.Sreenivasan IFS	Ex-Ambassador & Educationist - Member	IFS	Former Chairman, Higher Education Council and Director, NSS Academy of Civil Services, Director General, Kerala International Centre
6	Dr.U.Ramesh	Regional Officer (Addl. Charge) & Director, AICTE - Member		Regional Officer (Addl. Charge) & Director, AICTE
7	Prof. N.C.George	AICTE nominated industry expert - Member	MA & DTFT (UK)	Management Consultant
8	Nominee of the State Government -	Nomination Awaited		
9	Nominee of the State Government (Outside expert from the Region)	Nomination Awaited		
10	Mr.A.K.Nair	Management expert from Industry - Member	B.Tech., MBA	Ex - Managing Director, KSIDC & KCPL
11	Dr.Radha Thevannoor	Director, SCMS Group	B.Com., M.Com., MBA, Ph.D.	Director, SCMS Group
12	Dr.Susan Abraham	Professor, SSTM - Member	MBA, Ph.D.	Professor, SSTM
13	Mr. Abid Ahmed Moopan	Alumni Representative - Member	MBA	Entrepreneur

14	Mr. Shibu Balakrishnan	Industry Expert-Member	MBA	Cognizant Technology
15	Dr.G.Sashikumar	Principal, SCMS School of Technology & Management(SSTM) - Member Secretary	MBA, Ph.D.	Principal, SCMS School of Technology & Management
16	Dr.Praveena K.	Assoc. Professor & HOD – MBA Dept., SSTM - Member	MCA, MBA, Ph.D.	Assoc. Professor & HOD-MBA Dept., SSTM

		ACADEMIC ADVISORY BOARD		
No.	Name	Current Organisation and Role	Qualification	Positions held
1	Mr.T.P.Sreenivasan IFS	Former Ambassador and Former Vice Chairman, Higher Education Council, Kerala - Chairperson	IFS	Ex-Ambassador & Educationist
2	Prof.Pramod P.Thevannoor	Vice Chairman, SCMS – Vice Chairperson	B.Com, MBA	Vice Chairman, SCMS
3	Mr.Shibu Balakrishnan	Cognizant Technology - Member	MBA	Vice President - Recruiter
4	Dr.K.N.Ajit	Head – HR, MYTHRA Infrastructure - Member	MBA, Ph.D.	
5	Mr.Deepak Aswani	Principal Distributor – Raymonds, ITC - Member	MBA	
6	Mr.Viju Vijay	Tata Motors, New Delhi - Member	MBA	Consultant-Alumni
7	Mr.Rajesh Nair	Regional Head, Ernst & Young Consulting - Member	MBA	
8	Mr. Abid Ahmed Moopan	Alumni Representative - Member	MBA	Entrepreneur

9	Dr.Radha Thevannoor	Director, SCMS Group - Member	B.Com., M.Com., MBA, Ph.D.	Director, SCMS Group
10	Dr.Indu Nair	Director, SCMS Group - Member	MCA, Ph.D.	Director, SCMS Group
11	Dr.G.Sashikumar, Secretary	Principal, SCMS School of Technology & Management - Member Secretary	MBA, Ph.D.	Principal, SCMS School of Technology & Management

🗵 **Frequency of the Board Meeting and Academic Advisory Body**
Governing Board meetings are held once in four months Academic Advisory Bodymeetsonceinthreemonths.

🗵 **Organizational chart and processes**

- **Nature and Extent of involvement of Faculty and students in academic affairs/ improvements**

  To enhance the teaching learning experience, student centric approach is adopted including methods such as experimental learning, participative learning and problem solving methodologies. Maximum use of ICT, utilization of resources like NPTEL, YouTube and slide-share is promoted by the institute to have effective teaching learning. 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 are used. Students are provided with academic, personal and psychosocial support through counselling, mentoring, personality development programmes and project guidance.

- **Mechanism/ Norms and Procedure for democratic/ good Governance**

  As a matter of policy the management provides the background of every decision taken for the information of the affected parties. Also policies on various aspects of running of the institution are spelt out through the Prospectus and Manual of Policies for the benefit of the students, parents and faculty. Stakeholders are made aware of the evaluation process and expected learning outcomes through manual of policies, lesson plans uploaded in Linways, periodic publication of internal marks on notice board. The institution collects and analyses data on student performance and learning outcomes and uses it for planning and overcoming barriers of learning

  Student Feedback on Institutional Governance/ Faculty performance

  The quality of teaching-learning process is monitored and evaluated by way of on-line student feedback, University exam result assessment, feedback from placement cell, feedback from recruiters and open-house meeting with parents. Feedback from the students also helps in identifying the training needs of faculty.

- **Grievance Redressed mechanism for Faculty, staff and students performance**

  In the event of any grievance faculty and staff are free to approach the Principal and discuss their problems. In the case of students they may bring up their grievances to their faculty counsellor at the first instance. The faculty counselor, if necessary, takes up the issue with the Principal. If the issue has to be taken up with the Management the Principal takes the responsibility to do so.

- **Establishment of Anti Ragging Committee**

  Anti-Ragging Committee at SSTM consists of the Principal, Vice Principal, Heads of Department, one faculty member and two student representatives from each department. Ragging is totally prohibited in the institution. If anyone indulges in ragging, he/she will be handed over to the police and the law will take its course. Students are therefore, requested to refrain from indulging in any kind of ragging. Anti-Ragging Committee helps in maintaining a ragging-free campus so that students enjoy their stay

in the campus. The college can proudly say that there has been no ragging incident in the past few years. The committee members are vigilant at any point of time and they are watchful particularly at trigger points like canteen, restrooms and hostel. Committee members are posted during breaks at the trigger points to ensure there is no ragging. The students are made aware of the Anti-Ragging Committee and its policies and whom to approach in case of them being a witness, during the Orientation as a first year student.

Email : sstm.antiharassmentcell@scmsgroup.org

The measures taken by the committee include:
- Circulating the Supreme Court order regarding the legal actions on reports of ragging.
- Display of anti-ragging notices on notice boards of the College and the hostels.
- Orienting freshers and their parents on reporting instances of ragging and on their rights and privileges.
- Conducting sessions to make the students aware about the impact and periodical announcements highlighting the consequences of ragging.

Anti Ragging Squad & Committee:

Chairman-   Dr G. Sashi kumar,Principal

Faculty Representatives: Mr. Praveen Kamath, Faculty,MCA
                           Dr Mohan,Faculty,MBA

Student Coordinators: Ms.Rahila Rahman, MBA
                           Mr Laz,MCA

As per All India Council for Technical Education (AICTE) regulations, 2012 under clause 1 of section 23 of the AICTE Act, 1987 (Vide notification F.No. 37-3/Legal/2012 dated 25.02.2012) regarding the establishment of Mechanism for Grievance Redressal in Technical Institutions, a Grievance Redressal Committee was formed to address the grievances of the students, parents and others. The Grievance Redressal Committee of SSTM has been constituted with an aim to provide easy and readily accessible mechanism for prompt disposal of the day to day genuine grievances. All aggrieved students, their parents and others may henceforth approach in writing to the Grievance Redressal Committee of SSTM at "The Chairman, Grievance Redressal Committee, SCMS School of Technology and Management, Muttom, Aluva or send an e-mail to sstm.grievancecell@scmsgroup.org at the first instance. If not satisfied with the decision of the committee, the petitioner may approach the OMBUDSMAN directly. The OMBUDSMAN shall exercise the powers vested on him to hear those grievances and will ensure the disposal of the grievances within one month.

Appointment of Ombudsman

Geetha Sasikumar, Former HOD, NSS College , Cherthala has been appointed as OMBUDSMAN to address the grievances of students and parents.

Email : sstm.grievancecell@scmsgroup.org

The committee comprises of following members:

Chairman   :   Dr G. Sashi Kumar, Principal

Faculty Representatives: Ms Bindhu John, Faculty,MCA

                           Dr.Fathima, MBA

Student Coordinators: Paven Krishnan,MBA

                           Ms Abirami,MCA

⬚   Internal Quality Assurance Cell

As per National Assessment and Accreditation Council (NAAC) guidelines every accredited institution has to establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC becomes a part of the institution's system and works towards realization of the goals of quality enhancement and sustenance.   IQAC can be contacted at: iqac.sstm@gmail.com

Some of the functions of the IQAC at SSTM are

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- 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
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement

- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
- Development of Quality Culture in the institution

Chairperson: Head of the Institution	Dr. G.Sashi Kumar, Principal, SSTM
Teachers to represent all level	Dr. Praveena K, Associate Professor, MBA, SSTM Dr.Anjana, Assistant Professor, MCA, SSTM
One member from the Management	Dr Indu Nair, Group Director, SCMS Group of Institutions
One nominee each from local society, Students and Alumni	Mr. P M A Latheef, Liaison Officer, SSTM Mr.Rijo Geroge Thomas, MBA Alumni Ms. Ashly Raphael, MBA Student
One nominee each from Employers /Industrialists/Stakeholders	Mr T J Subhash, Supra Hi=tech Electro Equipment Private Limited Mr. Vijayakumar Menon N, Chief General Manager, Hindustan Organic Chemicals Limited Ms. Sini Balachandran, Parent
One of the senior teachers as the coordinator/Director of the IQAC	Dr. Susan Abraham, Professor, SSTM-MBA

6. Programmes :
   - Name of programmes approved by AICTE : MBA, MCA

NBA Accreditation Status		
1	Name/ List of Programmes/ Courses Accredited	MBA
2	Applied for Accreditation	Accredited till June 2022
	A. Applied but Visit not happened	
	B. Visit happened but result awaited	
3	List of programmes/courses Not Applied	MCA

NAAC Accreditation Status		
1	Accredited	A
2	Applied for Accreditation	2nd Cycle in process
	A. Applied but Visit not happened	
	B. Visit happened but result awaited	✓
3	Not Applied	

For each programme the following details are to be given:
1.
- Name : MBA
- Number of seats : 120
- Duration : 2 years
- Tuition fee: Rs.1,75,000/semester

2.
- Name   :   MCA
- Number of seats   :   30
- Duration   :   2 Years
- Fee   :   Rs. 50,000 p.a. (govt. allotment) Rs. 70,000 p.a (management seats)

3.
- Name   :   IMCA
- Number of seats   :   60
- Duration   :   5 Years
- Fee   :   Rs. 70,000 p.a (management seats)

- Placement facilities: A placement office functions in the institute with the placement officer looking after the placements. A team of faculty members are identified as the placement training committee who will be in charge of keeping track of the placements and providing training to the students in the different areas.

MBA

SALARY	2019-20	2020-21	2021-22
Minimum salary	3.6 lacs p.a	3.6 lacs p.a	3.6 lacs p.a
Maximum salary	10 lacs p.a	8.03 lacs p.a	9.46 lacs p.a
Average salary	5.00 lacs p.a	4.20 lacs p.a	5.19 lacs p.a

MCA

SALARY	**2021-22**	**2020-21**	**2019-20**
Minimum	3.04 lacs p.a	1.9 lacs p.a	1.2 lacs p.a
Maximum	3.54 lacs p.a	4.2 lacs p.a	7.00 lacs p.a
Average	3.14 lacs p.a	2.56 lacs p.a	2.31 lacs p.a

Details of Academic MOUs with International Institutions.

1. Name of the University: Universidad del Rosario
   Address : Cl. 12c #Nº 6-25, Bogotá, Colombia
   Website : https://www.urosario.edu.co/

2. Name of the University : Hungkuang University
   Address : No. 1018, Section 6, Taiwan Boulevard, Shalu District, Taichung City, Taiwan 433
   Website : www.hk.edu.tw

3. Name of the University : Shimane University
   Address : 1060 Nishikawatsucho, Matsue, Shimane 690-0823, Japan
   Website : https://www.shimane-u.ac.jp/en/

4. Name of the University : Japan University of Economics
   Address : Japan, 〒818-0197 Fukuoka, 太宰府市Gojo, 3 Chome−１１−25
   Website : https://www.jue.ac.jp/en/

5. Name of the University : Technical University - Varna
   Address: ul. "Studentska" 1, 9010 Levski, Varna, Bulgaria
   Website : http://fs.tu-varna.bg/

6. Name of the University : EARTH University
   Address : Limón, San José, Mercedes, Costa Rica
   Website : https://www.earth.ac.cr/en/

7. Name of the University : University of Derby
   Address : Kedleston Rd, Derby DE22 1GB, United Kingdom
   Website : www.derby.ac.uk

8. Name of the University : Lincoln University College
   Address : Jalan Kota Bharu - Pengkalan Kubor, 15050 Kota Bharu, Kelantan, Malaysia
   Website : https://www.lincoln.edu.my/

9. Name of the University : FPT University
   Address : Khu GD&ĐT, Khu CNC, KM29, ĐCT08, Hòa Lạc, Thạch Thất, Hà Nội 155300,
   Vietnam
   Website : http://international.fpt.edu.vn/

10. Name of the University : Daffodils International University
    Address : 4/2, Daffodil Tower, Sobhanbag, Mirpur Rd, Dhaka 1207, Bangladesh
    Website : http://daffodilvarsity.edu.bd/

11. Name of the University : Vrije Universiteit Brussel
    Address : Boulevard de la Plaine 2, 1050 Ixelles, Belgium
    Website : https://www.vub.be/en/home

12. Name of the University : Wilmington University
    Address : 320 N Dupont Hwy, New Castle, DE 19720, United States
    Website : https://www.wilmu.edu/

13. Name of the University : Furtwangen University
    Address : Robert-Gerwig-Platz 1, 78120 Furtwangen im Schwarzwald, Germany
    Website : https://www.hs-furtwangen.de/en/

14. Name of the University : University of Applied Sciences Ravensburg-Weingarten
    Address : Doggenriedstraße, 88250 Weingarten, Germany
    Website : https://www.hs-weingarten.de/en/

15. Name of the University : University of Applied Sciences Northwestern
    Address : Bahnhofstrasse 6, 5210 Windisch, Switzerland
    Website : https://www.fhnw.ch/en/startseite

7. **Faculty**

   https://scmsgroup.org/sstm/mba

   https://scmsgroup.org/sstm/mca

8. **Admission:**
   Number of seats sanctioned with the year of approval
   https://www.scmsgroup.org/sset/web/recognition_affiliation

Number of Students admitted under various categories each year in the last three years

MBA

Number of Students admitted under various categories during the year 2019

Approved intake	Total admitted
120	120

Number of Students admitted under various categories during the year 2020

Approved intake	Total admitted
120	120

Number of Students admitted under various categories during the year 2021

Approved intake	Total admitted
120	120

MCA

Number of Students admitted under various categories during the year 2019

Merit	Lapsed Seat	Management	Total
3	0	4	7

Number of Students admitted under various categories during the year 2020

Merit	Lapsed Seat	Management	Total
10	5	12	27

Number of Students admitted under various categories during the year 2021

Merit	Lapsed Seat	Management	Total
11	5	3	19

IMCA

Number of Students admitted under various categories during the year 2019

Approved intake	ADMITTED INTAKE			Total Admitted intake
	Merit	Management	NRI	
60	0	60	0	60

Number of Students admitted under various categories during the year 2020

Approved intake	ADMITTED INTAKE			Total Admitted intake
	Merit	Management	NRI	
60	0	60	0	60

Number of Students admitted under various categories during the year 2021

Approved intake	ADMITTED INTAKE			Total Admitted intake
	Merit	Management	NRI	
60	0	60	0	60

9. **Admission Procedure**
   https://scmsgroup.org/sstm/admission-procedures

10. **Information of Infrastructure and Other Resources Available**
    Number of Class Rooms and size of each: 44

    Number of Laboratories and size of each: 4

    Number of Drawing Halls with capacity of each: 5

    Barrier Free Built Environment for disabled and elderly persons: Yes

    ▪ Hostel Facilities:
       Boy's Hostel – 2 nos.
       Girl's Hostel: 1 no.

Common Room with cable TV and magazines/newspapers, Computer Centre with Internet Facility, Indoor games like table tennis, caroms and chess, 2 badminton courts, Geyser for hot water supply.

⧠ **Library**

Number of Library books/Titles/Journals available (program-wise) :000
MBA Books :10595
MCA Books : 8642

List of online National/International Journals subscribed: 100
E-Library facilities: Digital library, Library on internet, Library Software
https://sstm.linways.com/staff/library.php?menu=library&action=libhome

⧠ **Laboratory and Workshop**

- **DIGITAL/MICROPROCESSOR LAB**

Sl. No	List of equipment	Qty No
1	Microprocessor kit	19

- **HARDWARE LAB**

Sl.No	List of equipment	Qty No
1	Computer Assembly kit	30

- **Computing Facilities**
  - ⧠ Internet Bandwidth: 300Mbps
  - ⧠ Number of configuration of System: Windows 10
  - ⧠ Total number of system connected by LAN: 333
  - ⧠ Major software packages available :

System Software	1	Windows 2018 server
	2	Windows 10
	3	Linux
Application Software	1	MS-Office
	2	Office libre
	3	MS-Projects
	4	MS Visio
	5	SPSS
	6	MS .net

	7	SQL Server
	8	My SQL
	9	Adobe
	10	Grammerly - Plagarism
	11	Turnitin

☐ Special purpose facilities available: IOT lab, Language lab

- **Innovation Cell**: Innovation & Entrepreneurship Development Cell (IEDC) at SSTM is registered with the District Industries Centre (DIC),under the Entrepreneurship Development program of the Department of Industries & Commerce (GOK, Registration no: EDC/EKM/52/18).

- **Women's Cell 'SWARA' : SSTM has an active women's forum** is aimed to equip and empower women through various seminars, workshops, training sessions etc.

  ☐ **Extra-Curricular Activities:**
  SSTM have created a long precedence of engaging in extension activities like Lakshya aiming at imparting training program for school students in the form of community development programmes, Parivarthana- focusing on social reformations, Numma oonu programme under district administration to eradicate hunger, Roshni & Peace for supporting migrant students in languages, International White Cane Day programme highlighting the use of white cane for visually challenged persons, Road safety awareness campaign, Post Flood relief campaigns, No horn campaign, Visit to Orphanage (CSR initiative) and many more in similar lines. SSTM is a participating institution under Unnat Bharat Abhiyan, which is constituted under MHRD, under which survey was conducted in Sreemolanagram Panchyath, to find their essential needs & requirements of the villagers.

  Professional training groups carry out the training programs in the following areas:
  - Personality Development programmes
  - IMLP(Integrated Management Learning Programme)
  - OBT(Out Bound Training)
  - Interview skill training
  - Communication Skill Enhancement
  - CV Preparation
  - Effective Placement Training(includes Personality Development Program)

- Aptitude Tests
- Group Discussions
- Mock Interviews
- Communicative English

11. List of Research Projects/Consultancy Works
- Number of Projects carried out, funding agency, Grant received
- Publications (if any) out of research in last three years out of masters project :
  - 2019 -20 : 10
  - 2020-21 : 16

- MoUs with Industries (minimum 3)
  - Ergo Consulting Services
  - Kindorama Healthcare Pvt. Ltd.
  - Courtyard by Marriott Kochi Airport
  - Carborundum Universal Limited
  - Manvish info solutions

12. Best Practices adopted, if any:

- ❖ Curriculum workshops
- ❖ Student Mentoring and counselling
- ❖ Experiential learning
- ❖ Participative learning
- ❖ Peer group teaching and learning : Peer teaching involves one or more students teaching other students in a particular subject area as students are open to ideas from other students.
- ❖ POA: Plan of action under the following 5 criteria's:
  1. Student Academics Performance
  2. Improve Students' Social Skills
  3. Innovation in Teaching Methodology
  4. Faculty Knowledge Up dation
  5. Institution Sustainability
- ❖ ICT applications in Teaching Learning Process