



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

##### 1.Name of the Institution

SCMS SCHOOL OF TECHNOLOGY AND  
MANAGEMENT

- Name of the Head of the institution **Dr G SASHI KUMAR**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **04842625004**
- Mobile no **9846234713**
- Registered e-mail **sstm@scmsgroup.org**
- Alternate e-mail **indunair@scmsgroup.org**
- Address **SCMS SCHOOL OF TECHNOLOGY AND  
MANAGEMENT, PRATHAP NAGAR, MUTTOM**
- City/Town **ALUVA**
- State/UT **KERALA**
- Pin Code **683106**

##### 2.Institutional status

- Affiliated /Constituent **AFFILIATED**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Self-financing**
- Name of the Affiliating University **MAHATMA GANDHI UNIVERSITY,  
KOTTAYAM, KERALA**
- Name of the IQAC Coordinator **SHOBY SUNNY**
- Phone No. **9008405511**
- Alternate phone No. **04842625004**
- Mobile **9846234713**
- IQAC e-mail address **iqac.sstm@gmail.com**
- Alternate Email address **sstm@scmsgroup.org**

**3.Website address (Web link of the AQAR (Previous Academic Year))** <https://scmsgroup.org/sstm/images/AQAR20-21.pdf>

**4.Whether Academic Calendar prepared during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://scmsgroup.org/sstm/images/ACADEMICCALENDAR21-22.pdf>

### 5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>A</b>	<b>3.19</b>	<b>2015</b>	<b>03/03/2015</b>	<b>03/03/2020</b>
<b>Cycle 2</b>	<b>B++</b>	<b>2.95</b>	<b>2021</b>	<b>28/12/2021</b>	<b>28/12/2026</b>

**6.Date of Establishment of IQAC** **26/08/2013**

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SSTM/ MCA/Dr. Anjana S Chandran	Grant for Organizing Conference (GOC)	AICTE	2021-22	50000
SSTM/ MBA/Dr. Deepa Pillai	Grant for Organizing Conference (GOC)	AICTE	2021-22	50000
SSTM/ Mr.Praveen S Kamath	Grant In Aid - Smart India Hackat hon2022, softwrae Edition	AICTE	2021-22	672000

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year** **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

**11. Significant contributions made by IQAC during the current year (maximum five bullets)**

Vaccination Drive against Covid-19 was organized in 2 phases for all

the employees and their immediate family members. A total of 674 doses were administered.

Steps were initiated to invoke the affiliation of the research center under Management.

Proposal for initiating an IPR Cell in the institution was prepared and submitted to KSCSTE, Government of Kerala.

One national and one international conference was held with funding from AICTE under GOC Scheme.

The second cycle of accreditation was initiated and the institution completed the NAAC Peer team evaluation and received the new score.

## 12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To prepare sufficient amount of hand sanitizer for use in the classrooms and other common facilities in the campus as the institution will be operating in offline mode.	1000 litres of hand sanitizer was prepared and distributed in classrooms for offline students and classroom sanitization was done compulsorily every day after class hours.
Organize vaccine drives for employees and immediate family members.	A vaccine drive was held in two phases - June and September, 2021. A total of 674 doses were administered free of cost to the employees and immediate family members.
Faculty members to attend FDPs to ensure continuous professional development.	A total of 49 FDPs were attended by the faculty members. Non-teaching faculty members were given session on how to sanitize classrooms by the Health Department.
Conferences to be organized with funding from various agencies.	Two conferences were held with funding from AICTE under the GOC Scheme.
Institution to prepare for NAAC Peer Team visit.	NAAC Peer Team visited the institution on 22nd and 23rd December 2021 as part of the evaluation for the second cycle

	of accreditation.
Department of MBA to initiate the process for the second cycle of NBA Accreditation	The department initiated the process. The data preparation for the same has started.
Initiate the steps to invoke the affiliation for the Management Research Centre.	Application to revoke the affiliation for the Management Research Centre was submitted at the university and are awaiting decisions.
Apply for an IPR Cell in the campus.	Application was filed to KSCSTE, Govt. of Kerala and is pending approval.
Institutional events( fests/ conferences/ extension activities) to be held in offline mode.	Samvrith -An inter-department cultural fest was held in Campus. Annual Sports meet was held in March 2022 at Govt. Polytechnic College Ground. 5 Conferences, 8 seminars/webinars and 4 workshops were held online and offline on campus.
Workshops/ seminars/ Awareness programmes to be held.	4 workshops, 8 seminars and 22 extension activities and outreach programmes were conducted by the institution.

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
SCMS Board of Management	25/02/2022

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
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<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://scmsgroup.org/sstm/images/ACADEMICCALENDAR21-22.pdf">https://scmsgroup.org/sstm/images/ACADEMICCALENDAR21-22.pdf</a>				
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<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>				



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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
SCMS Board of Management	25/02/2022
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2022	25/02/2022

**15.Multidisciplinary / interdisciplinary**

SSTM has always been a fore runner in making swift changes and adapt policy decisions in tune with the changing environment and the NEP 2020 is no exception. The institution has initiated preparations to incorporate the advantages of NEP in its true spirit and right perspective. The institution has infallibly adopted a multidisciplinary approach under the umbrella of SCMS Group of Educational Institutions. This is evident from the variety of courses offered in the academic basket offered to students to choose based on their preference. The institution has integrated varied courses ranging from commerce to psychology and business administration to bio- technology. Programs are so crafted to encompass value added courses which are skill oriented as well. This enhances the employability of students and prepare them industry ready.

**16.Academic bank of credits (ABC):**

There are certain best practices being adopted by the institution to initiate the academic rigor among faculty. The faculty members are motivated to engage in continuous professional development and accomplish scholastic achievements. Institution nurtures not only students but also faculty members for achieving academic excellence. The faculty members guide and collaborate with students to take up research projects which enhance the research acumen of the students. The projects thus undertaken are those addressing the most pressing issues/challenges and are socially relevant too.

**17.Skill development:**

In line with the NEP, SSTM has brought in a good practice of devising a Strategic Plan of Action (POA) in concurrence with the Institutional plan, thereby setting ambitious futuristic goals. The institution has also taken all possible efforts to disseminate the information by educating the stakeholders the nuances of NEP and its future implications. The institution nominated its faculty member to be a resource person to handle a session on NEP for the AICTE sponsored National Conference on "Education 4.0- Now to Next". The institution also offers vocational training programmes which are open to faculty and students. Mushroom cultivation, growing medicinal plants, manure making, jewellery and umbrella making, paper bag making are to name a few.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Indian languages, Hindi and Malayalam, which are the part of the curriculum prescribed by the university are offered to all students pursuing Under Graduate programmes.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

SSTM has been proactive in institutionalizing the OBE (Outcome Based Education) in its teaching - learning process. Accordingly, the Course outcomes (COs) and Programme outcomes (POs) are designed and a CO-PO matrix of all the courses are prepared. Various assessment tools such as assignments, mini projects and seminars are used to measure the attainment of course outcomes. Hence these assessments are mapped to the corresponding COs. A Learning Management System (Linways) is deployed to calculate the course outcome attainments. As all the courses at SSTM are University affiliated, the attainment levels are measured based on both the internal assessment conducted by the institution as well as the external assessment conducted by the University. At the end of the programme the COs are mapped to POs. The final attainment of PO is measured after the program is completed.

#### **20.Distance education/online education:**

To embrace the changes relevant to the new normal, SSTM has shifted to a hybrid mode of teaching- learning process. Independent learning is promoted by using online learning facilities through the E- repositories in the LMS and the digital library. Students are encouraged to take online value-added courses by approved certification bodies like MOOC/ NPTEL/ Coursera etc. The institution also encourages faculty members to develop and practice innovative online teaching methods.

### **Extended Profile**

#### **1.Programme**

1.1 351

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

#### **2.Student**

2.1 1182

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 191

Number of seats earmarked for reserved category as per GOI/  
State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 295

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1 62

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 62

Number of sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>351</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>1182</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>191</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>295</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>62</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	62
Number of sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1	44
Total number of Classrooms and Seminar halls	
4.2	725.185
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	267
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

SCMS School of Technology & Management follows a well-planned process to ensure effective implementation of the M G University syllabus.

- The academic year begins with preparation of an academic calendar based on University Calendar.
- Faculty members are assigned courses and related academic responsibilities.
- Course plan workshops are held before the start of every semester to ensure value additions to a course with the participation of faculty, subject experts and alumni.
- The course plans highlight the latest student-centric teaching methods using ICT, and Continuous Internal Evaluation (CIE). To fulfil the Mission of SSTM to upskill students, the University syllabus is supplemented with 5 vocational courses, 3 value added courses, 16 add-on/ certificate programs, 8 complimentary courses, mini

projects, 5 simulation based workshops, 6 inhouse training programs and 6 external training programs.

- Internships and projects form part of the syllabus.
- As per the requirements mentioned in the session plan, timetables are set incorporating academic sessions, assessments, and other planned activities.
- The faculty maintains record of topics covered in each session using LMS-Linways. Course delivery and progress is monitored through Linways by respective HODs and reviewed during monthly faculty meetings

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

#### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The Academic Calendar is prepared in accordance with the University calendar. The calendar comprises various curricular, co-curricular and extra- curricular events planned for the year, holidays, tentative schedules of all examinations both Internal Assessment and University Examinations.

- It is approved by the Principal and published on the college website at the beginning of the academic year.
- Timetables and schedules of internal examinations, assignments and seminars are prepared by the HODs of the respective departments in accordance with the academic calendar of the institution.
- The progress made in the course implementation is updated by the faculty members in faculty meetings chaired by HOD/Principal.
- On completion of internal assessment, results are displayed on the notice board. It is also published in LMS for the information of students and parents. In case of any queries, students can seek clarifications from the concerned faculty.
- The HoDs ensure implementation of the Academic Calendar in terms of classroom sessions, conduct of CIE and all other scheduled activities and report them during the fortnightly HODs meetings .
- Compliance to the Academic calendar is reviewed on a



weekly basis by the Principal during HoI meeting and the progress is reported to the Governing Council.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://scmsgroup.org/sstm/images/ACADEMICCALENDAR21-22.pdf">https://scmsgroup.org/sstm/images/ACADEMICCALENDAR21-22.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

22

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1150

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

With the view of addressing crosscutting issues relevant to Human values, Environment and Sustainability, the syllabi of Mahatma Gandhi University which is followed by SSTM has incorporated 27 core courses across 10 programmes.

- Syllabi of the final year students of the UG programmes

includes courses like Environmental Science, Human Rights, Environment Management and Human Rights, Environmental Economics and Human Rights and Environment.

- PG programmes includes courses like Environment Management and Human Resource Management with the purpose. Courses like Business Ethics and Corporate Governance, Dimensions and Methodologies of Business, Cyber Security, Consumer Behaviour, Legal Environment of Business, IPR and Industrial Law helps students to gain understanding on professional ethics.
- The students are encouraged to undertake minor projects to sensitize them to imbibe human values.
- Moreover, the university also offers elective courses like Counselling skills for Managers, Industrial Safety and Occupational Health for inculcating professional ethics and human values in students.
- As part of women empowerment, the Women's club (Swara) of SSTM arranges webinars and talks by eminent personalities on women development/awareness. SSTM also organises various campaigns, personality development programmes and awareness talks in crosscutting issues which are not covered by the syllabi.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

32

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

947

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://scmsgroup.org/sstm/images/FeedbackAnalysisReport2122.pdf">https://scmsgroup.org/sstm/images/FeedbackAnalysisReport2122.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://scmsgroup.org/sstm/images/FeedbackAnalysisReport2122.pdf">https://scmsgroup.org/sstm/images/FeedbackAnalysisReport2122.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

**563**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

**181**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

**The Institution adheres to its vision and mission by providing opportunities for holistic development adopting student**

differentiated learning. The various strategies adopted for the identification of levels of students include: -

- Foundation and Bridge Course
- Out Bound Training
- Class Participation
- Performance in Sessional Examinations

Initiatives: - The institution has adopted diverse methodologies for catering to the needs of Slow Learners

- Peer to peer teaching
- Discussion of previous years' question papers
- Remedial classes
- Providing additional learning resources like exam specific capsule notes
- Psychological counselling by the personal counsellor of institution is provided to improve their academic performance.
- The institution also incorporates Buddy System of teaching where advanced learners support slow learners.
- Special coaching for non-placed students is provided in addition to regular placement training sessions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1182	62

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Curriculum Workshop ensures that one student-centric method is included in every course plan for experiential learning, problem solving and participative learning. It helps the students to develop knowledge, skills, values and exposure to understand the practical aspects of the learning content through activities like:

- Outbound Training
- Mandatory Summer Internship
- Educational Field Visit
- Industry Visit
- Hands on laboratory experiments
- Story telling
- Role Plays
- Inter college Fests
- Skill based courses

Participative learning, makes learning accessible and offers open participation which motivates the students and provides an opportunity to gain professional knowledge and skills through:

- Chai-Pe charcha
- Webinars
- Group Discussions
- Peer to Peer learning
- Flipped Classrooms

Problem solving involves problem identification, fact finding, defining the problem, idea generation, selecting an alternative and evaluation. These are administered through Case- study method, Gamification, Invited Lecture Series, Soft Skill Development and Participation in various research Surveys and Live Projects.

The above said methods help the students to enrich their learning experiences and enhance self-confidence.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- At SSTM, ICT enabled multimedia teaching aids, Wi-Fi enabled campus, well equipped seminar halls and smart classrooms facilitate quality education.
- Online classes were conducted through platforms like Google Meet, Microsoft Teams and Zoom.
- The Learning Management System (Linways) is being effectively used by students, parents and faculty members who are provided with individual login details to access. LMS provides platform for Course Material Distribution, Academic Audits, Attendance Marking and Report Generation, Publish marks and performance analysis, Progress Report Generation, Document Repository, Question Paper Generation and Online Feedback.
- Digital library embedded in LMS allows faculty members and students to access learning materials at anytime from anywhere.
- The Institution subscribes to licensed e-resource packages like EBSCO, DELNET etc. Online platforms are also used to provide mentoring sessions, placement training and guide students while doing projects.

All students and faculty members have individual e-mail ids under the institutional domain and is used for all official communications.

There is a well-maintained college website and dedicated pages in social media like Facebook and Instagram to showcase the day-to-day activities on campus. The institution has a YouTube channel which is extensively used to broadcast invited talks and webinars.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

62



File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

62

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

25

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

305

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Institution has a transparent and robust system for conducting Internal Evaluation.

- All departments prepare schedule of internal examinations based on the academic calendar.
- The Internal Examination Guidelines are provided to students initially in the Manual of Policies.
- The guidelines and norms provided by the University are implemented through well-defined rubrics.
- The Final Consolidated Internal Marks are generated with the Assignments, Internal Exams and Attendance Percentage as per the University Guidelines.
- Internal Examinations are conducted at the middle and at the end of the semester.
- The timetable is intimated to students from office at least 7 days before the commencement of examinations.
- Students have to adhere to the deadlines for various assessments. Late submissions of assignments are not encouraged except for those on medical grounds.
- Scores of all internal assessments are published in the LMS and notice board, which can be verified by parents and students. Any discrepancies are brought to the notice of the HoD within 2 working days of publishing the results.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1497e00yJ33eD005IS2sCgmCl7kSYPcAH/view?usp=share_link">https://drive.google.com/file/d/1497e00yJ33eD005IS2sCgmCl7kSYPcAH/view?usp=share_link</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The institution has a robust student grievance committee at two levels:

**Department Level:**

The institution forms a Grievance Redressal Committee in each department comprising of programme coordinator, senior faculty member and HoD as the Chairperson. This committee addresses all grievances related to the internal assessment grades of the students.

**College Level:**

Committee comprises of the Principal, a senior faculty as coordinator and a faculty member from each department.

**Process:**

- Marks of each assessment is communicated to students within 10 days from the date of assessment and answer scripts are distributed.
- If a student is not satisfied with the marks awarded by the faculty, the student may appeal the same with the course faculty and later to the HoD if not resolved.
- All such representations are impartially noted and addressed fairly and justifiably.
- Both students and parents are given access to view the marks and attendance in LMS. It is also published on the notice boards. Any clarification is sorted out within 2 working days.

At University level, the university forms a grievance committee as per the there existing norms. Students are entitled to apply for revaluation or scrutiny of the answer scripts as per these norms

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1497e00yJ33eDOQ5IS2sCgmCl7kSYPCAH/view?usp=share_link">https://drive.google.com/file/d/1497e00yJ33eDOQ5IS2sCgmCl7kSYPCAH/view?usp=share_link</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

SCMS School of Technology & Management follows a well-defined process to develop and communicate COs to teachers and students.

- On completion of subject allocation, respective faculty member prepares the course plan following Blooms Taxonomy and are mapped to Program Outcomes.
- Curriculum workshop is scheduled and conducted before the commencement of each semester.
- During this workshop the course plans are presented before a panel consisting of faculty, alumni and subject experts, in which contents of course plans - the objectives, outcomes, assignments, rubrics are discussed for clarity and suitability and the suggestions received are incorporated. The suggestions have to be recorded in a Courseplan Modification Template and submitted alongwith the modified course plan for approval from the HoD and the Principal.
- Once approved, it is then communicated to the students on the first session of each course along with briefing on various assessments and their evaluation modes. It is also uploaded in the LMS.

The list of POs and COs are also uploaded in college website.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Programme Outcome is attained through direct and indirect attainment.

- The direct attainment is through the CO attainments which

are based on assessments scheduled for every course.

- To calculate the outcome attainment level of internal assessments, a threshold level is set as an initial step.
- The percentage of students who achieve the set threshold level for each of the assessments are calculated and categorized as "substantial" "moderate" and "low" based on the rubrics.
- For each internal assessment, the weighted average is used to calculate the attainment of the COs. A weighted average of all the internal assessments is computed to decide the attainment level. The average of the total attainment is taken to measure the attainment of the COs.
- After the declaration of the university examination results, the percentage of students who attained CO is computed.
- After determining the percentage of Internal and University examination course outcome, overall course outcome attainment calculation is done giving a weightage for internal examination and university examination.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

153

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://scmsgroup.org/sstm/images/AnnualReport2021-22.pdf">https://scmsgroup.org/sstm/images/AnnualReport2021-22.pdf</a>

<b>2.7 - Student Satisfaction Survey</b>	
<b>2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)</b>	
<a href="https://scmsgroup.org/sstm/images/StudentSatisfactionSurvey2122.pdf">https://scmsgroup.org/sstm/images/StudentSatisfactionSurvey2122.pdf</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
0	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	
5	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The innovation ecosystem of the institution is robust and has the following initiatives.

1. **Research Advisory Committee:** A Research review committee has been constituted to evaluate research proposals for receiving financial grants and recommends articles for receiving financial incentives.
2. **Innovation & Entrepreneurship Development Cell (IEDC):** SSTM fosters innovation and entrepreneurship through an incubation center. The IEDC is registered with the District Industries Centre (DIC), under the Entrepreneurship Development programme of the Department of Industries & Commerce (GOK, Registration no: EDC/EKM/52/18) and has been awarded an amount of Rupees one lakh towards its activities.
3. **Commerce Lab:** A well-organized and functional Commerce Lab familiarizes students with the nuances of the commercialization process and fuels innovation.
4. **Career Counseling, Vocational courses and Placement Cell:** SSTM has the history of providing excellent placements to all the eligible students, ever since its inception in 2003. Moreover, departments of SSTM conduct 5 career oriented and 8 skill based courses annually that includes soft skills development program, NET coaching, Tally, etc to name a few.
5. **Drug discovery and diagnosis:** SSTM has established an Innovative project on COVID 19 Rapid and point of care diagnosis funded by Biotechnology Industry Research Assistance Council (BIRAC) for the Department of

**Biotechnology.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://drive.google.com/file/d/1g9xjNIjV Vqtn-Wo6kDBzMrT-6g-jIcuV/view">https://drive.google.com/file/d/1g9xjNIjV Vqtn-Wo6kDBzMrT-6g-jIcuV/view</a>

**3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year****3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

16

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.3 - Research Publications and Awards****3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

2

File Description	Documents
URL to the research page on HEI website	<a href="https://scmsgroup.org/sibb">https://scmsgroup.org/sibb</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**



**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

29

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

10

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.4 - Extension Activities**

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

SSTM has conducted several extension and outreach activities in the neighbouring as well as the five adopted villages. An awareness creation on environmental day to school children was conducted by Naisargika- The Nature Club, through an Eco-Tourism Quiz. The club also organised paper pen making, as part of world environment day. It also held "Hug a Tree Campaign" in association with the NSS unit of the institution. Janakeeyarogyam - Free medical camp, was organized at the adopted villages under UBA Scheme. Vigilance awareness programmes were conducted in these villages as part of the Vigilance Awareness Week. Blood Donation Camp was organised in association with Amrita Hospital as done in the previous years. An awareness programme on "Child Protection Laws and Childline Services" was also organised for students as part of the extension activities. Several Awareness programmes were

organized for students covering social issues. Some of them are awareness programmes such as Drug Free India, International Youth Day and Online Quiz , Road Safety and Maintenance act and Dementia'. Several programmes like Day with Dad and International Day of Older Persons were also celebrated to build their Emotional Quotient. Students were also involved in collecting funds which were donated to the Blind school in Aluva.

File Description	Documents
Paste link for additional information	<a href="https://scmsgroup.org/sibb">https://scmsgroup.org/sibb</a>
Upload any additional information	No File Uploaded

### 3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

22

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1150

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

7

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

#### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

SSTMcampus is on 5.25 acres of land located besides the Periyar river in Ernakulum district.

- The Institution presently has 44 well-lit and ventilated ICT enabled classrooms as well as five seminar halls, two of them are air conditioned and a smart classroom.
- A central library in the campus where students are permitted to refer and borrow books from a total of 37, 992 books, 100 journals and 75 magazines.
- The Institution has separate departmental libraries which is well stacked with university prescribed textbooks, 19, 017 reference books and general books, 96 national and international journals, 62 magazines and 8 newspapers with 42 copies.
- The Institution has well equipped laboratories with equipments to meet the academic and research requirements such as
  - Molecular Biology lab for PG practicals
  - Biotechnology Lab for UG practicals
  - Cell Culture Lab
  - Tissue Culture Lab

- Biochemistry Lab
- Botony Lab
- Zoology Lab
- Commerce Lab
- Computer Lab
- IoT Lab
- Language lab
- Major Lab Equipments include Real-time PCR, Biosafety cabinets, CO2 incubator, inverted microscope, gradient refrigerated centrifuges, spectrophotometer, UV trans illuminator anddeep freezers.
- The Entrepreneurship Club of the Institution promotes entrepreneurship skills and qualities among students.
- The Institution has a Student Counselling Centre with a professional counsellor.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://scmsgroup.org/sstm/facilities">https://scmsgroup.org/sstm/facilities</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution provides students with ample sporting and recreation facilities intending on their holistic development.

- They are offered both indoor and outdoor game facilities like Chess, Carroms, Table Tennis, Basketball, Badminton, and Volleyball.
- Every year, an annual sports meet is organized for students of UG and PG separately.
- The institution has a full-fledged, FSSAI-approved modern canteen supervised by an F&B manager. Utmost care is given to serve wholesome, nutritious vegetarian and non-vegetarian cuisine to meet the requirements of the students, faculty, and staff, at a subsidized price.
- Students, faculty, and staffutilize the spacious, well-equipped gymnasium, with a yoga centre within the campus. The amenities coupled with the customized advice from the personal trainer enable them to stay healthy and zestful.

- The institution hosts numerous cultural events and management fest, giving students immense opportunities to showcase their talents. National and regional festivals like Onam and Christmas are celebrated to bring in inclusiveness and diversity. The events are held in a 7780 sq. ft open auditorium.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://scmsgroup.org/sstm/infrastructure_gallery/SSTM">https://scmsgroup.org/sstm/infrastructure_gallery/SSTM</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

44

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://scmsgroup.org/sstm/infrastructure_gallery/infrastructure_list/Teaching-Learning-Facilities">https://scmsgroup.org/sstm/infrastructure_gallery/infrastructure_list/Teaching-Learning-Facilities</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

36.27

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The institution features a central library in addition to three independent departmental libraries. Over and above the books mandated by the university, the library houses prestigious national and international journals, reference books, general literature, magazine and newspapers. The institution preserves a state-of-the-art library by upgrading periodically with the best informational resources.

- The institution follows an Open Access policy allowing students and faculty members to access and use the library's rare collection of resources. It also stands out in offering e-learning resources through EBSCO and DELNET to all its members.
- Every course has library hours inbuilt into its timetable. During those scheduled library hours, faculty members and the staff assist and supervise the students for better utilization of time and resource.

#### Library Automation Details

Sl.No:

Particulars

Remarks

1

Name of ILMS Software

Linways AMS

2

**Nature of Automation**

Partial

3

**Version**

3.2

4

**Year of Automation**

2015

- Features of Integrated Library Management System (ILMS) make it easy and effortless to generate reports.
- Ubiquitous access to Digital library facilities for faculty and students. E-resource sharing facility is also provided.
- Timely notification of the updates on the new arrivals of resources to all concerned
- Prompt intimation on online databases and journals with open access to students and faculty team
- The Online Public Access Catalogue (OPAC) has been facilitated to the students, faculty and library staff. The E-learning digital library enables students to access Swayam/MOOC/ NPTEL resources.
- Students and faculty members have access to the library every day.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://scmsgroup.org/sstm/facilities">https://scmsgroup.org/sstm/facilities</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-**

**A. Any 4 or more of the above**



### ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

#### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

13.12

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

#### 4.2.4.1 - Number of teachers and students using library per day over last one year

120

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution's campus and hostels are Wi-Fi enabled having a

100 mbps internet connection.

- 44 classrooms are LCD mounted with other electronic accessories including systems enabling ICT.
- The Institution owns 333 computers of which 267 machines are available for use in seven laboratories with a configuration of i3 with 4 GB RAM and 1 TB HDD. All of these are connected to a network.
- The Institution has introduced a thin-client lab.
- A well-designed LMS (Linways) is in place to streamline the entire academic process which also has a mobile app.
- The IT infrastructure includes 13 printers, four scanners and six reprographic machines. The institution also provides a video conferencing facility.
- It deploys a private social network, AlmaShines to interact, engage and connect with its alumni.
- The campus has a single network that is secured by a Fortinet 300 C Firewall to prevent unauthorised access and usage.
- The agile, resilient and strict IT policy, forbids teachers and students from using pirated software on campus and keeps track of their usage.
- The other e-service facility is the biometric attendance device for faculty and staff which is installed at various locations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://drive.google.com/file/d/14NqSeXY_RKcYLXKiOhq6ckaU1cCB3bbh/view?usp=share_link">https://drive.google.com/file/d/14NqSeXY_RKcYLXKiOhq6ckaU1cCB3bbh/view?usp=share_link</a>

**4.3.2 - Number of Computers**

333

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in**

A. ? 50MBPS

the Institution	
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)</b>	
248.37	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p>The Institution has a top-notch infrastructure and an unambiguous manual of policies for using and maintaining its physical, academic and support facilities that follow the ISO Quality System Manual. It is made customary/practice to seek suggestions from students and faculty for improvement and upkeep of the system, which is periodically reviewed.</p> <ul style="list-style-type: none"> <li>An annual budget is set aside for maintaining the buildings and academic support facilities. The maintenance department ensures proper maintenance of the entire facility like the fire and safety, elevators, air conditioners, water and power utilization.</li> <li>The human resource department ensures the availability of the requisite number of personnel viz the faculty,</li> </ul>	

laboratory and administrative staff as per the norms.

- Neat and tidy classrooms are allotted for every batch. Moreover, the availability of furniture and fixtures, electrical fittings, whiteboards are assessed and ensured all year round.
- The Institution follows a flawless system to assure infrastructure upkeep and replenishments by maintaining multiple registers to keep track of the stock, chemical consumption, instrument handling and issue .
- The In-house laboratory staff takes care of the maintenance of the computers as well as the timely installation and management of software and hardware respectively.
- Prompt and periodical updation of Library resources executed by adding new books, journals and publications on an annual basis.
- MoU is signed with external agencies for security and housekeeping services.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://drive.google.com/file/d/19DunRI4eqiJH9q5t8vj2M5Rh0gZSA1v5/view?usp=share_link">https://drive.google.com/file/d/19DunRI4eqiJH9q5t8vj2M5Rh0gZSA1v5/view?usp=share_link</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1182

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

A. All of the above

File Description	Documents
Link to Institutional website	<a href="https://scmsgroup.org/sstm/images/Capacitybuildingandskillsenhancementinitiatives.pdf">https://scmsgroup.org/sstm/images/Capacitybuildingandskillsenhancementinitiatives.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

721

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

721

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

166

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

30

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State

government examinations)

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

10

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

9

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**The Institution engages students in its diverse initiatives and thus student nominees are included in all the committees**



constituted.

- IQAC
- Student Council consists of elected student representatives as per the guidelines of AICTE and M.G University.
- Internal Complaint Committee to combat sexual harassment, violence against women and ragging at the institution.
- Anti-Ragging Committee to prevent incidents of ragging in the institution.
- Student Grievance Redressal Committee -ensures transparency in expediting the grievance redressal process.
- NSS
- Nature Club - promoting eco friendly and environment-related initiatives
- CODE Club- Club of Digital Explorers is the computer club. ABC(Articulate Better Club) - The English Club
- The Cultural Club of SCMS "Tarang" actively organising cultural activities to bring vibrancy and entertainment to the campus.
- The Sports Committee encourages a healthy lifestyle and sportsmanship through a blend of sports and exercises.
- The Incubation cell under IEDC nurtures student entrepreneurs by moulding and guiding them to initiate start-ups and further assist them.
- The hostel and Mess Committee looks into the security, hygiene and disciplinary activities of the hostel on regular basis.
- Swara, the Women's cell equips, enlightens and empowers women by conducting seminars, workshops, and training sessions.
- Opportunities are provided for students to connect with the alumni through Alumni meets, which fosters an environment for mentoring, grooming and placements.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

37

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Enosis, the registered Alumni Association of the institution ensures robust and deep-rooted association with its alumni.

- The exclusive and unique online community platform AlmaShines makes it easy for the institution to connect with the alma mater.
- Alumni chapters have been established at both national and international levels and alumni meets are organized at regular intervals.
- Alumni are roped in for the overarching development of the institution wherever possible. Thus they occupy distinct roles serving as industry experts, resource people for technical sessions, members of advisory committee, and collaborators in cooperative projects.
- Over and above the professional activities, the Association promotes socially significant activities. The Institution has eminent alumni spread out over the globe, and it ensures to avail their services to get the most out of their competencies in different domains.
- The Alumni association conducts periodic meetings to chalk out their plan of action. The various roles and activities taken up by alumni are :-
  - Channelizing the placement activities
  - Conducting Placement training Sessions by the

**Industry Professionals**

- Mentoring
- Personality Development Training Program, Confidence Building Programs and Interview Skills
- Social Welfare Activities such as blood donation, health awareness programs, and cleanliness etc.
- Alumni also make generous contributions to the learning resources of the institution like books, participation during curriculum workshops, alumni talk, handling sessions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** C. 3 Lakhs - 4Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

True to the vision and mission which emphasises research, quality education and community involvement activities, the institution prioritizes and actively works towards social responsibility and community engagement in its operations and decision-making. Various extension and outreach activities conducted under "Parivarthana", "Lakshya" and "Swara" inculcate a sense of responsibility in students towards the society which in turn helps them to imbibe human values.

The institution always strives for quality sustenance and enhancement in higher education. To maintain its excellence in quality, the institution undergoes various accreditation processes like NAAC, NBA and ISO 9001:2015. By providing education to a large number of female students, the institution is discharging a significant social responsibility in a

creditable manner.

To promote research, SSTM has established a centre for research in Biotechnology(DSIR recognised) and Management Studies(M G University).Institution has completed funded research projects worth more than 2 crores in a span of 10 years. 11 patents were filed during this time period.

SSTM ensures transformational learning by providing students with opportunities for experiential learning that allow them to apply their knowledge and skills in practical settings through field works, internships, live projects, etc.The introduction of IEDC and IPR Cell fosters innovation,creativity and holistic development of young students.

File Description	Documents
Paste link for additional information	<a href="https://scmsgroup.org/sstm/">https://scmsgroup.org/sstm/</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- The institution conducted orientation programme for every batch of new students to inculcate a culture that aligns with its vision and objectives.
- An effort was taken department-wise to offer supplementary add-on programmes to augment the skill set of the students.
- Various colloquiums and webinars were organized online under the able stewardship of the management team/ academic council.
- Being a highly socially engaged institution, SSTM joined hands with the District Administration to handhold those suffering due to COVID-19 pandemic.
- Plan of Action(POA) was prepared for all departments based on consultation with the respective HoDs and faculty members. Progress of POA wasmonitored during the Head of the Institutions(HOI) meetings
- HoD meetings were held every last Friday of the month to discuss outreach activities for the upcoming month.
- Various committees/ clubs were formed with representations from faculty and students.
- Student council with selected students from all

departments guided by faculty coordinators organized core events of the institution such as fests, conferences, seminars, FDPs. Various committees were formed constituting students and faculty members. Responsibilities were assigned to the committee members to ensure participation.

- Yearly mobilisation of funds for various events organised by different departments of the institution was done through the Principal.

File Description	Documents
Paste link for additional information	<a href="https://scmsgroup.org/sstm/NAAC/CRITERIA6/6.2/6.2.1/2018-%20perspective%20plan%201.pdf">https://scmsgroup.org/sstm/NAAC/CRITERIA6/6.2/6.2.1/2018-%20perspective%20plan%201.pdf</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Deploying an institutional strategic/perspective plan involves a systematic process of implementing the plan to achieve the organization's objectives. It starts with a Plan of Action (POA) for every academic year.

1. Preparation of POA: Every department develops a plan of action through a discussion which includes HoD and faculty members. These plans are scrutinised in a meeting by the Principal with the HODs and IQAC along with the representation from the management to arrive at a POA for the institution for the academic year.
2. Communicate the plan: The POA is communicated effectively to all departments through meetings and email communications.
3. Assign responsibilities: The HoDs assign responsibilities to the faculty members based on the POA and this includes establishment of timelines to track progress towards the goals.
4. Develop a culture of accountability: The faculty members in charge can choose team members to implement the plan.
5. Align resources: Establishing a budget, identifying

resource gaps, and investing in training and development to build the necessary skills and knowledge is done during this phase.

6. Monitor progress: Progress towards the plan's objectives are monitored continuously through bi weekly HOI meetings.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://drive.google.com/file/d/1RznPnGfk3K9J2djMiqKf2kn9dlIZTvMJ/view?usp=share_link">https://drive.google.com/file/d/1RznPnGfk3K9J2djMiqKf2kn9dlIZTvMJ/view?usp=share_link</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Ensuring effective and efficient functioning of institutional bodies is done as follows:

1. Developing Clear Policies: SSTM has clear and concise policies for admission, recruitment, HR, placement, IT etc. that outline their objectives, priorities, and processes. These policies are reviewed and updated regularly to ensure that they are still relevant and effective.
2. Streamlining Administrative Setup: SSTM has a streamlined administrative setup that enables efficient communication, decision-making, and implementation of various policies by including appropriate staffing levels, well-defined roles and responsibilities, which are effectively communicated.
3. Developing Appointment and Service Rules: The HR department has developed appointment and service rules that are fair, transparent, and merit-based ensuring that the most qualified and competent applicants are appointed to key positions within the institution.

**4. Regular Monitoring and Evaluation:** Regular monitoring and evaluation of institutional performance is done by the management to identify areas where improvements can be made. Regular feedbacks are solicited from stakeholders to identify areas for improvement.

Overall, the functioning of the SSTM focuses on transparency, efficiency, and continuous improvement thereby ensuring that institutional bodies are effective and efficient in carrying out their mandates.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://scmsgroup.org/sstm/NAAC/CRITERIA6/6.2/6.2.2/OGANIZATION_CHART_SSTM.pdf">https://scmsgroup.org/sstm/NAAC/CRITERIA6/6.2/6.2.2/OGANIZATION_CHART_SSTM.pdf</a>
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

- The Institution has an outstanding team of academicians/professionals with academic excellence and practical corporate experience, facilitating comprehensive

learning.

- Every effort is taken to ensure that qualified candidates are appropriately designated in suitable pay scales.
- Yearly salary increments are ensured through the annual performance appraisal mechanism, a transparent process, comprising of different levels- Self appraisal, appraisal by HOD, appraisal by Principal, followed by the review by BoM.
- The institution has welfare schemes for the staff which includes statutory compliance like ESI, PF & Payment of gratuity.
- For teaching faculty, the facilities like
  - Reservation in admission for eligible wards of employees.
  - Concession/ fee waivers for meritorious wards of employees.
  - Incentives for publication of papers/ research articles
  - Sponsoring for attending conferences, workshops, and FDPs
  - Ph.D. leave with pay
  - Course work leave
  - Study leave to pursue Ph.D.
  - Traveling allowance
  - Employees Provident fund
  - Maternity leaves and Medical leaves
  - Subsidized canteen
- In addition to the above an annual get together of all employees and family members on 23rd January, our Founders Day fosters a sense of belongings to the employees.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1_9Ez8LIkCbW0QBp8rcFOjjC5HUEOrd4l/view?usp=share_link">https://drive.google.com/file/d/1_9Ez8LIkCbW0QBp8rcFOjjC5HUEOrd4l/view?usp=share_link</a>
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**



40

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

44

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- Performance Appraisal of faculty is done every year in the month of June to review performance of previous academic year.
- For a faculty on probation, the appraisal period will be from the date of joining to the date of confirmation, which is one year.
- Performance Appraisal system of the institution is transparent and comprises of five levels as described below:

#### Part I& II: Self-Assessment report/Self-Appraisal:

- The faculty members themselves rate their performance for the appraisal year.

#### Part III: Appraisal by HOD

- HOD evaluates the performance of the faculty based on the self-appraisal done by the faculty member and their self-evaluation.

#### Part IV: Appraisal by Principal

- The Principal /Director appraises the performance of the faculty member based on the self-appraisal, comments of HOD, and student feedback.

#### Part V: Corporate Office Review:

- The faculty member is evaluated based on individual contribution towards the institution in terms of administration and other services. The appraisal by HOD and the Principal is done in the presence of the concerned faculty. Student feedback is also shared with the concerned faculty during appraisal. FDPs, advanced training and participation in seminars are suggested for the faculty members based on the remarks of the HOD and the Principal.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1_9Ez8LIkCbW0QBp8rcFOjjC5HUEOrd4l/view?usp=share_link">https://drive.google.com/file/d/1_9Ez8LIkCbW0QBp8rcFOjjC5HUEOrd4l/view?usp=share_link</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- SSTM has a centralised finance department which meets the requirements of each institute.
- The finance department is directly reporting to the management.
- SSTM maintain institution wise separate accounting for internal control purpose.
- The institute has the system of internal / concurrent auditing and the internal auditors perform the audit of accounts regularly.
- The internal audit report is submitted to the management regularly which initiates corrective and preventives steps to ensure the effectiveness of accounting and the systems in operation.
- The institute has a mechanism of external audit carried out by the external auditor once in every year.
- The auditor verifies all the receipts, expenses bills, payments of the institute for each financial year.
- Finance department ensures utmost confidentiality and at the same time transparency in governance and fund management mechanisms.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

10.4925

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- The institution meets most of its financial requirements from fee.
- Apart from the fees collected, bank loan taken by the SCMS group is also a source of fund for additional requirements wherever necessary especially in capital investment.
- The institution also undertakes research and consultancy projects which are self-reliant in its funding.
- The fee collection is done by the finance department as a centralized function.
- Adequacy of Budget Allocation: Institutions have the practise of executing budget based on the previous year's income & expenditure, business environment, previous and current business bottlenecks, availability of funding, department expenditure forecast, revenue forecast and capital expenditure forecast. The forecasted funds are distributed against expenditure head based on the functionality and necessity.
- The management team will validate the resource request received from the functional heads and ensure the adequacy

of allocated funds.

- Adequate financial management control system is practised to ensure the utilisation of allotted funds.
- Budgetary control techniques are used to monitor the proper utilisation of funds.
- Actual expenditure against the allocated funds are monitored on a periodic basis and the reasons for variance are evaluated by the top management.
- The salary, incentives and grants, are transferred to the individual, routed through finance department.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1_9Ez8LIkCbW0QBp8rcFOjjC5HUEOrd4l/view?usp=share_link">https://drive.google.com/file/d/1_9Ez8LIkCbW0QBp8rcFOjjC5HUEOrd4l/view?usp=share_link</a>
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- Vaccination Drive against Covid-19 was organized in 2 phases for all the employees and their immediate family members. A total of 674 doses were administered.
- Steps were initiated to invoke the affiliation of the research center under Management Studies.
- Proposal for initiating an IPR Cell in the institution was prepared and submitted to KSCSTE, Government of Kerala.
- One national and one international conference was held with funding from AICTE under GOC Scheme.
- The second cycle of accreditation was initiated and the institution completed the NAAC Peer team evaluation and received the new score.
- Streamlined the internal examinations for degree courses.

File Description	Documents
Paste link for additional information	<a href="https://scmsgroup.org/sstm/images/Minutes_ofIQACMeetings2021-22.pdf">https://scmsgroup.org/sstm/images/Minutes_ofIQACMeetings2021-22.pdf</a>
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews the teaching-learning process by two methods:

### 1. Curriculum Workshop

- In the context of improving the curriculum planning and implementation, each faculty is expected to prepare a course plan based on the subject allocated to them for each semester.
- A Curriculum workshop is conducted with the following objectives:
- To encourage the faculty to initiate innovative methods in pedagogy in the curriculum for efficient teaching and learning process.
- To incorporate ideas of industry experts to improve classroom teaching.
- To incorporate students centric methods as part of teaching.
- To review the quality of the plan of delivery and process of delivery of the subject.
- The faculty presents the course plan in the Curriculum Workshop held before the beginning of each semester.
- Comments and suggestions for improvements are considered and the course plan modified and recorded in the prescribed revision format.

### 2. Weekly HoI Meeting

- The Principal(HoI) conducts review meetings on weekly basis to ensure participation of every department in activities of the institution.
- Progress of previous week's activities and classes are evaluated and weekly reports are collected from all departments.

- Additionally, activities for the upcoming week are charted out in advance. These weekly meetings ensure overall involvements of all stakeholders.

File Description	Documents
Paste link for additional information	<a href="https://scmsgroup.org/sstm/images/Minutes_ofIQACMeetings2021-22.pdf">https://scmsgroup.org/sstm/images/Minutes_ofIQACMeetings2021-22.pdf</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://scmsgroup.org/sstm/images/AnnualReport2021-22.pdf">https://scmsgroup.org/sstm/images/AnnualReport2021-22.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Institution gives equal opportunity to boys and girls for fulfilling their Right to Education.

- Equal participation of girl students has been ensured by encouraging them to convene the 40 different Conferences, Seminars and IMLP programmes of the institution.
- Some of the activities conducted by Swara, the women forum of SCMS for 2021-2022 are:
  - Talk on "Woman, The Multitasker"
  - Awareness program on Wellness by Diet and Fitness
  - Awareness program on Breast Cancer
  - Observed international day for girl child and women's day with various programmes
- Safety and security: -Campus has 126 CCTV cameras installed covering all locations including classrooms, main gates, parking, open stage and hostel . The campus is very well lit. Security personnels are in duty 24/7.
- Ladies hostel is staffed with three full time wardens and one staff-in-charge to ensure security for lady hostellers.
- Common Rooms: -First aid rooms are available for girls and boys separately. Neat and clean Rest rooms, washrooms with sanitary pad vending machines and lunch rooms are provided.
- Counselling:-A full-time student counselor is appointed to ensure the overall development of students. Mentoring helps to focus on the future and broaden the skills for career development. Separate timing is provided in gym for boys and girls.

File Description	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/file/d/1wySfPknOR1fBM380VF3uec6xzolLKNYA/view?usp=share_link">https://drive.google.com/file/d/1wySfPknOR1fBM380VF3uec6xzolLKNYA/view?usp=share_link</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/file/d/1BK9ffRBZLH0V6KGJZoZjkVMJF2dl3WFj/view?usp=share_link">https://drive.google.com/file/d/1BK9ffRBZLH0V6KGJZoZjkVMJF2dl3WFj/view?usp=share_link</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy**

**A. 4 or All of the above**



**Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**DEGRADABLE WASTE:** The plant waste and cuttings generated is collected in a compost pit and used as fertilizer for the green lush lawn and garden. The food waste generated from canteen is also being taken over daily by a nearby piggery.

**NON- DEGRADABLE WASTE:** Recycling Bin for Used pens: This is a unique system initiated by all departments by installing recycling bins in which the students/faculty/staff has to deposit the used pens which are to be disposed off. These are given to the waste recycling agencies to avoid the dumping of used plastic pens.

There are incinerators fixed to burn wet and moist waste which otherwise would dirty the campus.

**PLASTIC-FREE CAMPUS:** As part of vocational training students were asked to make paper and cloth bags in the campus and the sale of these bags were encouraged. Faculty and staff are encouraged to use steel/glass bottles for carrying drinking water. Single side sheets are used to take the printouts for filing and record-keeping and internal communication and documentation purposes to avoid paper wastages.

**E-WASTE MANAGEMENT SYSTEM:** The campus has an e-waste management system to collect the waste materials. These materials are sold as scrap periodically.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>A. Any 4 or all of the above</b>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of bicycles/ Battery-powered vehicles</b></li> <li><b>3. Pedestrian-friendly pathways</b></li> <li><b>4. Ban on use of plastic</b></li> <li><b>5. Landscaping</b></li> </ol>	<b>A. Any 4 or All of the above</b>

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<b>No File Uploaded</b>
Any other relevant documents	<a href="#">View File</a>

<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>
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<p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b></p>	<p><b>A. Any 4 or all of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="86 486 523 551">File Description</th> <th data-bbox="523 486 1394 551">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 551 523 689">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="523 551 1394 689" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 689 523 792">Certification by the auditing agency</td> <td data-bbox="523 689 1394 792" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 792 523 896">Certificates of the awards received</td> <td data-bbox="523 792 1394 896" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 896 523 965">Any other relevant information</td> <td data-bbox="523 896 1394 965" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	<b>No File Uploaded</b>	Certification by the auditing agency	<a href="#">View File</a>	Certificates of the awards received	<a href="#">View File</a>	Any other relevant information	<b>No File Uploaded</b>	
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Any other relevant information	<b>No File Uploaded</b>										
<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	<p><b>A. Any 4 or all of the above</b></p>										
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Any other relevant information	<b>No File Uploaded</b>										

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- One of the key values of our institution is 'Embracing individual differences,'. This is accomplished by creating an inclusive and supportive environment where everyone feels valued and respected. This is manifested in our organizational policies and practices that promote tolerance, harmony and respect for diverse backgrounds and cultural traditions. We hold each other accountable for these commitments on an ongoing basis through sharing of best practices in diversity, sensitivity training, staff development workshops and shared decision making processes.
- The harmony of community inclusion is celebrated in SSTM through several events and programmes, both online and offline.
- In association various panchayats, councils, municipalities, hospitals, associations, police stations, schools, agriculturists SSTM organised various outreach programmes by celebrating Onam, Independence Day, Women's day, No Horn Day, Cancer Awareness Day and International Aids Day. This also helps to generate the feeling of oneness and social harmony thereby creating an awareness on various societal needs.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution realises its paramount role in the development of responsible citizens by equipping individuals with the necessary knowledge, skills, and values to contribute positively to society. Driven by the mission of the institution "To provide an enabling environment to imbibe human values in research, and community involvement", the institution focuses on a range of activities, including providing a quality education that promotes critical thinking, ethical decision-making and offering

opportunities for community service and engagement, leadership development, and civic participation.

The institution tries to imbibe constitutional obligations, values, rights, duties and responsibilities of citizens on students, faculty and staff by conducting programmes like

- conducting workshops and seminars
- organising debates and competition,
- displaying banners and posters

For creating a Culture of Citizenship we celebrate constitutional days such as Independence Day, Republic Day, National Constitutional day, Environment day, and other national days which helps students and employees to cultivate a sense of pride and responsibility towards the country. A talk on "Constitutional Rights" was given by Justice Devan Ramachandran in November as part of the National Constitutional Day Celebration.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/1Rd6RCQyg1gDmWJkiP7FKwJdUKSPOJLGA/view?usp=share_link">https://drive.google.com/file/d/1Rd6RCQyg1gDmWJkiP7FKwJdUKSPOJLGA/view?usp=share_link</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

SSTM organizes National Festivals, birth and death anniversaries of great personalities of national and regional importance every year as a token of gratitude for their great contributions to mankind.

National Constitution Day is celebrated every year with talks on Indian Constitution-Duties and Responsibilities of citizens.

. As part of the social initiative called Parivarthana, a drive against noise pollution is taken up in a big way and NO HORN day was observed in the city on the theme "Fight Noise Induced Hearing Loss".

On the occasion of World Environment Day, eminent ecologists were invited to talk on Climate change and Biodiversity loss.

Saluting the warriors and protectors of our nation, various days like National Army day on 15th January , Vijay Diwas on 16th December are observed in campus . Students are shown documentaries and videos related to India's Armed Forces.

National Vigilance Week was observed in the month of October . Series of programmes were conducted for students in this connection to instill strong ethical values to fight against corruption.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice 1

**Title:** Parivarthana - A Social Reformation Initiative through Role Plays

**Objectives:**

- To sensitize school children about the social evils and create a positive environment through street plays

**Context:**

- A social reformation initiative by SSTM, Parivarthana, through which programs are conducted in schools for promoting essential awareness on most pressing social issues.
- Theme: Awareness on safe handling of online platforms and digital medias

**Practice:**

- The students of SSTM prepare a street play every year on the chosen theme , based on a properly researched script prepared with the involvement of all major stake holders like government department officials, students of SSTM and school children.

**Evidence of Success:**

- Student team have visited schools and covered around 20,000 students in most of the years.

- The initiative brings the best out of every student of SSTM as they are given this crucial task .

**Problems Encountered and Resources Required**

- The Schools have too many activities lined up these days and hence getting an appointment for 2 hours from nearby schools is a challenge.

File Description	Documents
Best practices in the Institutional website	<a href="https://scmsgroup.org/sstm/images/BestPractices21-22.pdf">https://scmsgroup.org/sstm/images/BestPractices21-22.pdf</a>
Any other relevant information	<a href="https://scmsgroup.org/sstm/images/BestPractices21-22.pdf">https://scmsgroup.org/sstm/images/BestPractices21-22.pdf</a>

**7.3 - Institutional Distinctiveness**

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

**Lakshya - Knowledge Sharing to leverage professional efficiency, leadership and team performance.**

Lakshya aims to create a culture of learning and collaboration within and outside the institute. This helps faculty members and students to continuously improve their knowledge, skills and competencies thereby increase the value and sustain their competitive advantage.

In tune with the vision and mission of SCMS School of Technology and Management, Lakshya is used as a knowledge sharing platform which facilitate the transfer of knowledge and expertise between students and faculty members. Students and faculty members are encouraged to promote interdisciplinary collaborations and knowledge sharing that boost transfer of knowledge across departments and outside the institute to foster a culture of learning and growth.

**Practice:**



1. Student to Student (Internal)
  - Peer to Peer teaching
  - Walk with seniors
  - Interaction of placed students/Alumni with juniors.
2. Student to Student (External)
  - SSTM students taking sessions on topics on entrepreneurship, vocational skills and technical skills to school students.
  - Teaching local language to themigrant children and their families.
3. Faculty to Faculty (Internal)
  - SATCHAT
4. Faculty delivering sessions to outside the institute
  - Management Development Programme
  - Workshops
  - Guest Lectures
  - Outreach programmes

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Action Plan for the academic year 2022-23 is as follows:

1. Orientation programme for new batches of students and new employees.
2. Biennial event - Social Science Research Colloquium to be conducted.
3. Industry Institute Interaction Programmes, Industrial visits and Alumni talks to be organized regularly as per the plan.
4. Possibilities of MoUs and Collaborations with organizations to be considered.
5. Vocational courses focusing on new methods of Farming to be introduced to students.
6. UBA activities to be conducted in all adopted villages regularly.
7. Invoke the research centre for Management. Apply for research centres under Biotechnology and Computer Applications departments.
8. Follow up the application for IPR Cell in campus.
9. Apply for 2f status for the institution.

10. Conduct conferences, Seminars, webinars or workshops in collaboration with organizations.
11. Conduct extension and outreach programmes in association with various organizations on socially relevant issues.
12. Conduct Entrepreneurship awareness activities under IEDC.
13. Intensive Placement training programmes and PDPs to be offered in offline mode.
14. Apply for M.Sc. Psychology courses for the next academic year.
15. Parivarthana to conduct activities based on the theme "Say No to Drugs".
16. Faculty to attend at least one FDP or online courses on platforms like NPTEL, SWAYAM.
17. Faculty to publish a minimum of 2 research papers in Scopus indexed Journals.
18. Every department to apply for at least one funded project.
19. Departments to conduct FDP/ MDP.
20. Conduct common events like Sports Day, Shikhar and Aroha.
21. SATCHAT to be organized 1st Saturday of every month.
22. Celebrate important days mandated by AICTE.