Yearly Status Report - 2014-2015

Part A	
Data of the Institution	
1. Name of the Institution	**SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT**
Name of the head of the Institution	**Radha P Thevannoor**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04842625004**
Mobile no.	**9846044713**
Registered Email	**sstm@scmsgroup.org**
Alternate Email	**iqac.sstm@gmail.com**
Address	**SCMS School of Technology and Management, Muttom, Aluva**
City/Town	**Aluva**
State/UT	**Kerala**
Pincode	**683106**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Susan Abraham**
Phone no/Alternate Phone no.	**04842625004**
Mobile no.	**9846044713**
Registered Email	**iqac.sstm@gmail.com**
Alternate Email	**sstm@scmsgroup.org**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://scmsgroup.org/sstm/NAAC/AQAR2014_15

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://scmsgroup.org/sstm/images/Master%20Academic%20Calendar%202014-15%20(1).xlsx

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**A**	**3.19**	**2015**	**03-Mar-2015**	**02-Mar-2020**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**26-Aug-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
ISO Surveillance Audit	31-Mar-2015 3	7
ISO Internal Audit	17-Mar-2015 2	7
ISO Internal Audit	04-Aug-2014 2	7
Academic audit	04-Mar-2015 2	6
IQAC Meeting	19-May-2015 1	11
IQAC Meeting	23-Feb-2015 1	12
IQAC Meeting	21-Nov-2014 1	11
IQAC Meeting	20-Aug-2014 1	11
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Biotechnology	Major Project	Department of Science and Technology, Government of India	2014 600	990000
Biotechnology	Major Project	Technology Mission, Coconut Development Board, Govt. of India	2013 400	1524731
		View File		

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Faculty Development Programme on Teaching Effectiveness (23.12.2014 – 24.12.2014) Formation of IQAC as per NAAC Guidelines (20.08.2014) Rain water harvesting – A talk by Dr. C K Rajan for MBA students on 11.05.2015

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Training for students	Aptitude Test Preparation and skills training was organised by the MCA department in association with Konfidence Walk. 46 MCA students participated in it.
Extension activity	SCMS Biotechnology division and Coconut Development Board, government of India organised Neera Technician Training Programme. 120 Neera tappers were trained
Workshop/Seminar	Innovations in Biotechnology Sector was organised on 08.08.2014
Value added courses	Advanced management Learning programme was introduced to help students develop abilities required for Group Discussion. 115 students benefitted from the program.
Certificate courses	Introduced Tally Ace Certification. 24 students completed the course
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
SCMS Board of Management	10-Mar-2015

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes

Date of Visit	11-Dec-2014
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2015
Date of Submission	04-Mar-2015
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Linways academic management system is the management information system of the institution. Features of Linways Academic Management system are: Real time attendance. 2. Online access to internal marks to all stakeholders. 3. Student performance analysis both classwise and batchwise. 4. Feedback by students. 5. Faculty workload, leave management and timetable. 6. Online library management system. 7. Generation of MIS reports. 8. Used as a medium of communication between management, faculty and students

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum for all the courses is given by the Mahatma Gandhi University, Kottayam. The University calendar is adopted by the institution to plan the implementation of the curriculum. Each department prepares their own academic calendar with curricular and extracurricular activities. Apart from regular class sessions, the academic calendar also has internal assessments, assignments, seminars, and other activities. Based on the academic calendar every faculty prepares a Course Plan for their respective courses. Each Course Plan will indicate topics, tests, assignments, presentations, books prescribed and evaluation marks. The office prepares weekly time table for class sessions and tests, co-curricular activities such as Integrated Management Learning Programme (IMLP), Pre-Placement Programme (PPP) and Mentoring sessions. At the backside of the attendance sheet, the faculty has to maintain a record of the topics covered which will be compared with the Course Plan for compliance. The record also shows test papers returned with feedback as well as the assignments. The Principal periodically verify the record for compliance.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development

Tally Ace Certification	TALLY	02/06/2014	20	Employability	Basic Accounting using stock, tax details and payroll accounting

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Integrated(PG)	MCA (DMCA)	19/07/2014
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MCA	Elective Course System	30/10/2014
Integrated(PG)	Dual Degree Elective Course System	19/07/2014

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	24	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Advanced Management Learning Programme	15/07/2014	115
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	MBA All spcialisation	115
MCA	Course project Sem VI	46
BSc	Bio Technology	2
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

Feedback Obtained
Feedback is taken from students, employers, alumni and parents. Feedback from students and parents are used in initiating curriculum enrichment. Their feedback has helped identify learning difficulties among students and measures have been taken by mentors to help these students through additional classes. The institution receives feedback from the industry during campus placement which is considered for implementation through Personality Development Programmes. Introduction of a personality development programme exclusively for developing Group discussions and interview skills was done based on the feedback from employers. Suggestions given by the alumni on curriculum development are noted down and the same discussed in the syllabus revision meetings of the University. Alumni feedback is also used for improvement of facilities to students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	MBA	120	396	120
MCA	MCA	60	53	28
Integrated(PG)	DDMCA	60	26	13
BCom	BCom	130	138	89
MSc	Molecular Biology and Genetic Engineering	20	7	3
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2014	89	168	12	35	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
47	37	5	21	0	9
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

   Counseling activities are conducted during the first semester and mentoring activities are planned during the second semester. A team of ten to fifteen students, who are called as mentees, are assigned to a faculty who is called a mentor. A mentor meets the group for one session every week which is included in the weekly time-table. During the counseling sessions in the first semester, deep underlying issues that are drivers of low levels of motivation, low self-esteem or poor performance are resolved to a certain degree through group activities, games, motivational talks and advice under the guidance of the mentor. During the mentoring sessions in the second semester and in the following semesters the mentor plans out various activities that will help the mentees to sharpen their skills required for their successful placements, academics and career to a large extent.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
257	47	1:6

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
46	46	0	9	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2014	Dr. Salini Bhasker	Associate Professor	Women Scientist Fellowship, Department of Science Technology, Govt. of India- 2014 to 2017

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MBA	MBA10	4	12/11/2014	09/03/2015
MBA	MBA11	3	30/03/2015	04/11/2015
MBA	MBA12	1	12/02/2015	09/10/2015

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Internal assessment is continuously conducted throughout the course. Assessment criteria consists of tests, assignments, presentations, project works, quizzes, surprise tests, viva-voce etc. The components of internal assessment are carefully drawn up ensuring explicit linkages to the course objectives. Student performance for each of the internal components is individually entered and is periodically summed up. These are published in the notice board periodically.

This assist the faculty to continuously monitor the student performance, and also acts as reckon for the students to assess themselves. Weak students are identified at each stage of the Internal evaluation. The Slow Learners are provided with Special Attention and they are given revision exercises, extra problem solving and additional readings and are asked to submit it. These students are also asked to stay back after class for extra hours.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The University prepares academic calendar before the commencement of each year and publish in the University website. Based on the academic calendar prepared by the university, various departments of the college prepares their own and clubs it into an institutional level academic calendar for the smooth functioning of academic as well as extracurricular activities planned in the each semester. This is displayed in the notice board of each department. Each subject teachers prepare their own course material based on the prescribed syllabus given by the university, which is distributed to the students for reference. The starting and completion dates of internal tests are mentioned in the academic calendar, which yields proper planning and preparation by the teachers. This ensures successful completion of all modules within the allotted time span. Students can appear for the university examination, only if he/she attains a minimum of 75 percentage attendance on each subject. The department conducts extracurricular activities in accordance with the scheduled date in the academic calendar which provides platform for the students to perform as well as to improve their talents. The date for final submission of internal marks and attendance percentage is clearly mentioned in the academic calendar. The university examination dates, result declaration as well as approved holidays falling within the semester are also mentioned in the academic calendar. Schedules for the supplementary examinations and result declaration dates will be included in the calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

NA

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MBA	MBA	MBA	115	59	51.30
MCA	MCA	MCA	56	28	50
MSc	MSc	MSc	5	5	100
BCom	BCom	Finanace & Taxation	115	96	83.47
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://scmsgroup.org/sstm/images/Student%20Satisfactor%20Survey%202014-2015.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	600	ICSSR	4.12	0
Major Projects	600	i).Department of Science Technology, Govt of India ii).Technology Mission, Coconut Development Board, Govt of India	86.72	19.5

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Innovations in Biotechnology Sector	Biotechnology	08/08/2014
New vistas in Biotechnology - Industrial visit of students from KE College, Mannanam to SCMS Neera plant	Biotechnology	23/10/2014

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
nil	nil	nil	31/05/2015	-

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	31/05/2015

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded

MCA	1
Biotechnology	2

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	MBA	1	0.6
International	MCA	1	6.6
International	Biotechnology	1	5.12

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Biotechnology	1
B Com	4

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Production of Coconut methyl ester (CME) and glycerol from Coconut (Cocos nucifera) oil and the functional feasibility of CME as Biofuel in diesel engine.	Mohankumar Chinnamma, Salini Bhasker, Harish Madhav, Rajesh Mam kulathil Devasia, Anisha Sha shidharan, Balachandr an Chandra sekaran Pillai and Pradeep Thevannoor	Fuel	2015	181	SCMS Institute of Bioscience Biotechnol ogy Research D evelopment	6

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Production of Coconut methyl	Mohankumar Chinnamma, Salini	Fuel	2015	181	6	SCMS Institute of

					Bioscience Biotechnology Research Development
ester (CME) and glycerol from Coconut (Cocos nucifera) oil and the functional feasibility of CME as Biofuel in diesel engine	Bhasker, Harish Madhav, Rajesh Mamkulathil Devasia, Anisha Shashidharan, Balachandran Chandrasekaran Pillai and Pradeep Thevannoor				

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	4	4	2
Presented papers	2	3	0	0
Resource persons	0	1	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp	Amrita Institute of Medical Sciences and Research Centre	1	50
Blood donation camp	Indian Medical Association, ,HDFC Bank and SCMS-Cochin	1	6
Neera Technician Training Programme	SCMS Biotechnology Dvision Coconut Development Board, Govt of India	6	120
Parivarthana	SCMS-Cochin	6	28
Cancer awareness	St. Teresa's College for Women	4	120

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students

			Benefited
Nil	Nil	Nil	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Run Kerala Run	Government of Kerala	Marathon	4	120

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	0	Nil	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Processing of Neera at SCMS Neera plant under the consultation of Biotechnology SIBBRD	Consultation service for Neera Plant processing and AFX	Thirukochi Coconut Producer Company Limited	23/02/2015	31/12/2015	SCMS Institute of Bioscience Biotechnology and Thirukochi Coconut Producer Company Limited
Linkage for sharing of Know-how and expertise for Neera harvesting Processing	Neera Harvesting Processing Technology Transfer Consultation	Kuttiadi Coconut Producer Company Limited	01/01/2015	31/12/2015	SCMS Institute of Bioscience Biotechnology and Kuttiadi Coconut Producer Company Limited
Linkage for sharing of Know-how and expertise for Neera harvesting	Neera Harvesting Processing Technology Transfer Consultation	Kaipuzha Coconut Producer Company Limited (KCPCL)	28/11/2014	27/11/2015	SCMS Institute of Bioscience & Biotechnology and Kaipuzha

Processing				Coconut Producer company LTD
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Kaipuzha Coconut Producer Company Limited (KCPCL)	28/11/2014	Technology Transfer of Neera Harvesting Processing Technology	6
Kuttiadi Coconut Producer Company Limited	01/01/2015	Transfer of Neera Harvesting Processing Technology	6
Thirukochi Coconut Producer Company Limited	23/02/2015	Processing of Neera at SCMS Neera plant under the consultation of Biotechnology SIBBRD	6
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1025000	1125272

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Linways	Partially	2.6	2015

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total

Text Books	6435	2130715	228	82127	6663	2212842
Reference Books	561	277881	21	9773	582	287654
Journals	114	151065	1	5486	115	156551
Digital Database	0	0	1	180000	1	180000
Weeding (hard & soft)	200	1000	131	786	331	1786

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	31/05/2015

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	215	171	10	15	3	5	24	10	0
Added	0	0	0	0	0	0	0	0	0
Total	215	171	10	15	3	5	24	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	[Nil](Nil)

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
21061000	22818188	14215000	14793634

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing physical, academic and

support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link) Procedures of Library and Labs of SSTM

https://scmsgroup.org/sstm/images/Procedures%20of%20Library%20and%20Labs%20of%20SSTM.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial support from the institution	3	50000
Financial Support from Other Sources			
a) National	-	0	0
b)International	-	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Personality Development Programme	25/08/2014	120	Whats in the Name- New Delhi
Out Bound Training programme	19/03/2015	59	Light Skool of skill training and development private Ltd.
Free Software Fest	26/09/2014	46	CUSAT
Young Entrepreneurs' Summit (YES)	12/09/2014	44	KSIDC
Aptitude test preparation skills training	14/08/2014	46	Konfidence walk
Remedial coaching	02/06/2014	2	SCMS School of Technology and Management
Personal counselling (Mentoring)	02/06/2014	2	SCMS School of Technology and ManagementSCMS School of Technology and Management
Guidance for NET-CSIR Exam	02/06/2014	2	SCMS School of Technology and Management
Remedial Coaching	05/10/2015	17	SCMS School of Technology and

| Career Counselling | 28/02/2015 | 24 | SCMS Cochin School of Business |

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2014	Personality Development Program	120	120	0	58
2015	Aptitude Training by Konfidence Walk	115	115	58	58
2015	Online Training Modules	115	115	0	58

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
5	4	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Deloitte,HCL ,Beroe, Tata Consultancy Etc.	120	58	Wipro, Bangalore	2	1

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2014	0	NA	NA	NA	NA

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year

(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0
Any Other	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
SPORTS	PG	103
Onam Celebrations	PG and UG	75
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2014	NIL	National	0	0	0	ABC
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council of the Institution is formed once every year. The members are The Chairman Mr.Anuroop Prakash P, Vice Chairman Mr. Thomas Simon Mukalel General Secretary Mr. Anto Nimmy Stephen University Councillors Mr Dipin V The Editor of the College Magazine Mr Dennis Jacob Sam The Art Club Secretary Ms. Sandhya Sreedharan Class Representatives Mr.Midhin Thankachan, Mr.Alexy Ham Eapen, Mr. Rohith C Menon Lady Representatives Ms. Gopika B They attend meetings called by the University. Each department has their own Discipline Committee, Grievance Committee and Anti -ragging Committee which meet once in a Semester separately to discuss on discipline and grievances of students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

39

5.4.3 – Alumni contribution during the year (in Rupees) :

34500

5.4.4 – Meetings/activities organized by Alumni Association :

4

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

> **Participative management is practiced at all levels of administration. With an open door policy in communication with top management and by actively seeking suggestions from various levels during interactions, everybody in the organization is offered a chance to contribute for the governance system.**

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	**The institution follows the norms of Mahatma Gandhi University in fulfilling the requirements of admission of students. MBA and MCA seats are completely filled-up by the management, and M.Sc (Biotechnology) and B.Com seats are filled-up on a 50:50 basis.**
Industry Interaction / Collaboration	**Industry Institution interface programmes are held every week in a scheduled manner. Experts from industry are invited to the institution to interact with students on the emerging practices in management. They also form expert panel for reviewing the Course Plans prepared by faculty to update the course content with recent developments in industry practices.**
Human Resource Management	**Management has a proactive approach to all employees in the Institution. Necessary faculty and staff are recruited every year to carry out the activities of the Institution. Encouragement is given to faculty to publish articles in peer reviewed journals through an attractive incentive scheme. Facilities are provided to faculty to undertake funded research projects. Regular Faculty Development programmes are organised to enhance the knowledge of faculty. The faculty are encouraged to present**

	research papers in national and international seminars and conferences. Welfare measures are provided for both faculty and staff. The performance of faculty is appraised through a 3-tier process – self, HOD and Management.
Library, ICT and Physical Infrastructure / Instrumentation	The institution has adequate number of classrooms, seminar halls, tutorial space, well equipped scientific labs and computer labs and e-resources in the library.
Research and Development	The institution undertakes both internal and external funded projects. The institution encourages interdisciplinary research. To optimally utilize all the facilities, the institution makes available all the facilities to all faculty interested in research. Along with the well-equipped labs, libraries and equipments, the students are encouraged to make contribution to various research projects. The institution provides training for students from outside institutes and also provides for a customer service facility for outside research scholars for utilizing the equipment facility of the institute.
Examination and Evaluation	Continuous Internal Assessment: Internal assessment is continuously conducted throughout the course. Assessment criteria consist of tests, assignments, presentations, project works, and so on. Periodic Publication of Internal Marks in Notice Board: Student performance for each of the internal components is individually entered and is periodically summed up. These are published in the notice board periodically. Mid-term and Model Examinations: These are designed to simulate University-level semester-end examinations. Linking Internal Assessment Components to Learning Objectives: Since the entire course is divided into separate modules/topics, the internal assessment method of any module/topic corresponds to the learning objectives attributable to the module
Teaching and Learning	The teaching learning process begins with the preparation of the academic calendar and course plan for each subject. Learning is made student-centric by many activities such as extra readings, independent learning,

	collaborative learning, interactive learning and use of audio-visual aids. To nurture critical thinking, creativity and scientific temper various methods such as field visits, lab exercises, IMLP, OBT, participation in competitions and projects, providing application oriented assignments and so on are used. Students and faculty are exposed to advanced level of knowledge and skills by participating in seminars, conferences and workshops.
Curriculum Development	? Curriculum Development The curriculum for all the courses is given by the Mahatma Gandhi University, Kottayam. The faculty is given freedom to add activities to make it industrially relevant and skill oriented.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Library – Linways, Administration:- MS Office 2010 and Student Management Through Linways
Administration	Linways
Finance and Accounts	Customised software
Student Admission and Support	MS Excel
Examination	MS Excel

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2015	Mr. Santhosh S Mr, Balakrishnan Unny	3rd NHRDN HR Summit-Total Rewards: Preparing for the next Economic Cycle	NHRD	10000
2015	Ms. Sreelakshmi K R Dr. Andez George	CII Knowledge Summit at Bangalore	CII	10000
2014	Ms. Sudha D and Mr. Biju K V	Faculty Development Programme on Teaching effectiveness	FDP	5000
2014	Mr. Anand Sasikumar Ms. Megha Mary	KMA Annual Convention	KMA	5500

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2014	Teaching Effectiveness	-	23/12/2014	24/12/2014	2	0
2015	Training in MS Excel	Training in MS Excel	19/01/2015	23/01/2015	46	11

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Teaching Effectiveness	2	23/12/2014	24/12/2014	2

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
46	46	11	11

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Incentives for article publications , TA provisions, Ph. D leave, Course work leave, Canteen with subsidized rate.	Admission to wards of employees, Family tour, canteen with subsidized rate, statutory compliances.Employees Provident Fund, ESI	Gymnasium, subsidised food in canteen, yoga, indoor and outdoor games, tie-up with KIMS, Sunrise and Ernakulam Medical Centre in allopathic treatment and in emergencies

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The institute has an internal auditor who audits all the accounts yearly. The institute has mechanisms for internal and external audit. Internal audit is carried out periodically. External audit is carried out once in a year. External Auditor verifies all receipts expenses bills, payments of the Financial Year.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil

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6.4.3 – Total corpus fund generated

8607140.00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ISO, RINA	Yes	Principal
Administrative	Yes	ISO, RINA	Yes	Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

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

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Accredited on March 3, 2015

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	Yes
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2014	Formation of IQAC	20/08/2014	20/08/2014	20/08/2014	11

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants

			Female	Male
Women Empowerment and self defence	10/03/2015	10/03/2015	30	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Dr. C K Rajan gave a talk on Rain Water Harvesting to MBA 12 Semester 1 students on 11.05.2.15

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2014	1	1	01/11/2014	1	Parivarthana	Drug Abuse	24
2014	1	1	18/11/2014	1	road safety	Driving etiquette	259
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Manual of Policies	04/08/2014	The Manual of Policies are checked every year to make modifications or delete outdated content. Any new policy made by the Management is also included.
faculty handbook	01/01/2014	The faculty handbook is given to new employees in the Institution.

		Modifications are introduced only when necessary.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Visit to Old age home	20/11/2014	20/11/2014	120
Visit to orphanage	15/11/2014	15/11/2014	120
Driving etiquettes as part of Road Safety week	18/11/2014	18/11/2014	235
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Energy conservation: All efforts are made to conserve electricity used in the campus. During lunch breaks, lights and air conditioners are switched off.
Use of one side paper for printing all internal communications.
Food waste in the Institution is given to beggary.
Maintenance of garden in the organic way.
Water harvesting: Rain water harvesting is done and routed to the well in the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: 1. Title of the Practice: Parivarthana – Be the change you want to see 2. Goal: 'Parivarthana' is a social responsibility initiative of SCMS which aims at creating a wave of awareness among school students in Ernakulam district about social issues that concern them directly through entertaining yet thought-provoking performance by MBA students as influencers. 3. The Context: The biggest challenge is in coming up with a script for the program which has to be riveting and entertaining to the school-going community (that too cutting across all social, economic and regional backgrounds) and yet successful in delivering key content. Other challenges include training the teams, liaising with various school managements and managing the expenses. 4. The Practice: A theme is chosen as part of Parivarthana each year. The entire batch of students from MBA are divided into various groups of 10 members each and then sent to schools in the district to propagate the chosen 'social message' in the prescribed format. The students present the 1 hour program and collect written feedback from the school community on the quality of the experience learnings. 5. Evidence of Success: The program which was initiated in 2011 has already covered 45000 students across 120 plus schools. There has been an increase in the number of schools year on year from 83 in 2011 to 100 plus in 2013. 6. Problems Encountered and Resources Required: Financial: The students were transported to the various schools in tempos hired by the college. Teams which had back-to-back sessions in schools were also provided with lunch kits and refreshments, the costs of which had to be borne by the college. Human: The Human resource being the backbone of the program, students and faculty needed to be spared on the earmarked dates. This involved lots of manpower planning and scheduling at the institutions end. Material: Coming up with a script for the program which has to be riveting and entertaining to the school-going community (that too cutting across all social, economic and regional backgrounds) and yet successful in delivering key content was a

challenge. Best Practice 2: 1. Title of the Practice: New Method of Student Seminar Assessment 2. Goal: To improve the quality of the seminar pattern followed by the students. 3. The Context: The pattern followed by the students earlier is non competitive and just for the sake of completing their turn and for many of the students it was not at all an effective presentation. In this context the institute decided to innovate the standard of seminar presentations. 4. The Practice: Seminar presentations on topics assigned from the scientific literature or on subjects related to a current research project are an integral part of the course curriculum. The efforts made by the institute were quite clearly reciprocated by the students by greater willingness to actively participate in their own learning process. I. A clearly written abstract of the seminar will be submitted by the student three days before the seminar to the seminar coordinator and the it will be displayed on the departmental notice board for the reference all students and faculty members II. An innovation found particularly useful by the faculty was the feedback evaluation of the seminar presentation. III. Besides the name of the speaker, topic, the faculty have included the following criteria for the evaluation purpose. a) Selection of topic b) Literature review c) Presentation skill d) Objectives of the talk e) Novelty of methodology f) Effectiveness of discussion IV. For each of the above mentioned criterion, three grade points were given as – poor/average/fair. V. The student who scores an overall three 'poor' grade will be asked to retake the seminar on another date after better preparation. VI. If the student score less than 3 'poor' and 'fair' and 'average' for most of the criterion, the student is considered as "pass". VII. It further gives a student an opportunity to communicate and respond to an audience. 5. Evidence of Success: Students begin to show better performance during the seminar sessions. All of them were able to get the "pass" score during seminars. Communication skill of the students increased. Moreover awareness on the need for presenting scientific data confidently is developed among students. 6. Problems Encountered and Resources Required There are no problems encountered for achieving this objective. The seminar coordinator takes the charge of printing and distributing evaluation form during seminar sessions. The forms were collected after seminars and further assessment were made during faculty meeting for determining the score of the student.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://scmsgroup.org/sstm/images/Best%20Practice%202014-2015.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

As part of the two year MBA program a new approach to the course plan is made by including analysis of news paper, business dailies into the curriculum. Business knowledge is an exceptional blend of practical business world and class room. The composition of the subject is in such a way that it gel very well with the regular subjects. The class is divided into different sectors like , marketing, automobile, telecom agriculture, IT, finance, Economy etc. and the news in the business dallies are discussed sector wise. Students make presentation on the news reports they read in these dailees. Various activities such as quiz, open discussion on the current affairs, new word explanation, stock market analysis, budget analysis and sector presentations are also included in these sessions. Another component of Business knowledge has a study of international markets in the context of the boundaryless world. Through these exercises, students are able to get a comprehensive understanding of the business developments in India and in other parts of the world. An area of distinctiveness in terms of vision and priority is the imporatnace given to the

phenomenon of aging. The Board of management of the institution is composed of experts from various sectors of the economy. This institution is the only one to have a biennial conference on aging with a large number of participants and experts from around the world.

Provide the weblink of the institution
https://scmsgroup.org/sstm/

8.Future Plans of Actions for Next Academic Year

 Start Add-on and Certificate courses Increase social outreach activities Enhance quality initiatives in teaching, learning and evaluation. Plan to begin new and related courses such as BA Economics and BBA. Increase the number of seats for B.Com in the next academic year 2015-16.