



Yearly Status Report - 2015-2016

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. Radha P. Thevanoor
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
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.	9495114276
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/AOAR2014_15
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/Academic%20Calendar%202015-2016.pdf

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	26-Aug-2013
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7. Internal Quality Assurance System

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

National Conference - Biofuel : A search for new fire (National Seminar organised by MSc)	09-Jan-2016 1	50
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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
NIL	NIL	NIL	2016 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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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 Enrichment Programme

Faculty Development Programme

Re-orientation workshop

Training programmes

Green Audit

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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
Faculty Development Programmes and Workshops	Organised two FDPs and four workshops for faculty members
Workshops for students	Each department has organised workshops for students
Value Addition Programmes	Introduced Add-on courses for MBA Batch 12 in Semester 4.They are Digital Marketing, Employee Engagement, Professional Selling, National Institute of Securities Markets (NISM) certification. Introduced two courses for B.Com students - Tally, and Introduction to Financial Markets.
Seminar	Organised one national level seminar
Entrepreneurship Development programme	An interactive session with a panel of entrepreneurs
Industry Institute Interaction programme	Interaction with industry experts were arranged once every week (Thursday) for the students
Green audit	Green audit was conducted for the institution
Publications and Seminar presentations	Faculty have published articles in peer reviewed Journals and have presented research papers in Seminars and conferences
Management fests	Two management fests (Aroha and Shikhar 2016) were organised by students.
Library	Library was shifted to a more spacious location with more computers with internet connection
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
SCMS Board of Management	30-Dec-2016

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission	2016
Date of Submission	21-Mar-2016
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Linways Academic Management System is the Management Information System of the Institution. Teaching Learning module, Library module, HR module and admissions module are operational. Linways is used 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 given by the Mahatma Gandhi University, Kottayam is implemented in the Institution. Each faculty member handling a course prepares a comprehensive and detailed course plan consisting of course description, objectives, expected outcomes, pedagogy, evaluation scheme, detailed session plan, description of assignments and recommended books. Department-level Workshops are organised to present each course plan during which internal subject experts suggest modifications to the course plan. After incorporating the changes, course plans are approved by the respective HODs and sanctioned by the Principal. The approved course plan is the uploaded on the Linways (Learning Management System of the Institution). The course plan is also presented to the students in the class by the faculty on the first day of the course. During the semester, as the faculty completes a topic, it is recorded on the back side of the attendance record along with the date of completion. This record is reviewed twice in a semester to check for compliance with the approved course plan.

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 Certificate	-	15/07/2015	20	Employability	yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Botany and Bio Technology (Double core)	01/06/2016
BA	Economics	01/06/2016

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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	MCA	01/06/2015

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

	Certificate	Diploma Course
Number of Students	0	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 Learning Management Program	15/07/2015	120
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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	All	116
MCA	All	45
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	
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
The feedback taken from students is discussed by the Management and Principal to improve the teaching, learning and evaluation process. Faculty, individually and collectively, are advised to introduce new teaching-learning methods and make the content interesting. Feedback from employers taken at the time of recruitment is discussed by the Placement Cell and Principal to include industry relevant content in classroom teaching. The employers also suggest improvements in the personality development programmes for the students. Feedback from alumni is analysed by the faculty and the Principal to deduce useful conclusions for the overall development of the Institution. Feedback from parents is analysed by the faculty and Principal to address the concerns raised by the parents on teaching-learning process and their suggestions are in classroom activities.

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
BSc	Biotech	24	17	17
MBA	MBA	120	480	117
MCA	MCA	60	26	21
Integrated (PG)	DDMCA	60	75	44
BCom	BCom	130	274	105
MSc	Biotech	20	25	13
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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
2015	122	195	17	15	21

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	Number of smart classrooms	E-resources and techniques used
53	51	14	25	11	18
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Institution has a well-designed mentoring system for the students to help them overcome inhibitions, fear and build self-confidence. Each faculty (mentor) is allotted 10 students. Mentoring sessions are incorporated into the weekly time table. During the sessions, 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 faculty mentor. After every internal examination, a review is performance is done by the mentors and additional academic help is offered to the mentees. Faculty members are available to students outside the stipulated class hours. Academically weak students are provided with remedial classes. The College also has an online platform through which the students contact their mentors and seek academic, personal and psycho-social support. The students can login with their unique login ID's and get in touch with their respective mentors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
317	53	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
53	53	0	23	14

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
2015	Nil	Assistant Professor	Nil
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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	MBA	1	21/09/2015	17/08/2016
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

NIL

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

Preparation of annual calendar consisting of academic and extra-curricular events. This is used as a schedule to monitor the progress of teaching and learning process. This calendar is prepared based on the university calendar ino order to conduct the examinations and other related matters.

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)

https://scmsgroup.org/sstm/images/PO,%20PSO%20and%20CO.pdf

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
B com	BCom	Taxation	24	24	100
MSc	MSc	Bio Technology	5	5	100
MCA	MCA	Computer Applications	45	24	53
MBA	MBA	All	116	58	50
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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%20Feed%20back%202015-2016.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	1000	ICSSR	4.12	3.55
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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
Nil	Nil	31/05/2016

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	NA	31/05/2016	-
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	-	Nil	Nil	31/05/2016
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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
Nil	0

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)
International	MCA	1	3.2
International	MSc	1	3.2
International	MBA	13	3.2
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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
MSc (1 International and 1 National) in conference proceedings	2
MSc (1 book and 1 in chapter in edited book)	2
MCA (Chapters in edited book)	8
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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
Quality of Academic processes in Management Education: A A study of Alumni of Management institutes in Kerala State	Raman Nair and George K Mathew	International Journal of Exclusive Management Research	2015	1	yes	5
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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
Nil	Nil	Nil	2015	0	0	Nil
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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	0	4	0
Presented papers	2	8	0	0
Resource persons	0	5	5	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
Parivarthana	Govt. Schools	4	10
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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	NA	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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Old Age home visit	Old age homes in cochin	social interaction	2	50
Gandhi Jayanthi celeberations	B com department	Green initiatives	2	50
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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
nil	nil	nil	31/05/2016	31/05/2016	0
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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
nil	31/05/2016	nil	0
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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
35.2	44.57

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
Others	Newly Added

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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 partially)	Version	Year of automation
Linways	Partially	2.6	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3139	1069291	282	64297	3421	1133588
Reference Books	523	254408	33	20801	556	275209
Journals	112	192778	2	4499	114	197277
Digital Database	1	180000	0	0	1	180000
CD & Video	259	10000	6	1000	265	11000

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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
NA	Nil	nil	31/05/2016

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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
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Existing	215	171	10	15	3	5	24	0	0
Added	0	0	100	0	0	0	0	0	0
Total	215	171	110	15	3	5	24	0	0

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

110 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

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 incurred on maintenance of physical facilities
302.5	167.22	184.5	185.21

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)

As per ISO Quality System manual, the resource requirements like faculty, library, books, computers and laboratory equipments are planned and resourced as per AICTE/M G university norms. Class rooms and labs are allotted for each course and subject as per the time table.

<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	Nil	0	0
Financial Support from Other Sources			
a) National	Support from Government	2	39300
b) International	Nil	0	0
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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 implementation	Number of students enrolled	Agencies involved
Mentoring and Counselling MBA Batch 13	23/08/2016	118	SSTM

Mentoring and Counselling MBA Batch 12	10/08/2015	120	SSTM
Bank Entrance Exam coaching	06/01/2016	53	SSTM
Aptitude test training for MBA students	03/12/2015	120	Konfidenz walk
Outbound training program	06/01/2016	120	Kalypso
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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 passed in the comp. exam	Number of students placed
2016	UGC-CSIR	0	15	0	5
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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
6	6	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
31	110	52	8	20	2
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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	Department graduated from	Name of institution joined	Name of programme admitted to
2015	0	NA	NA	NA	Nil
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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

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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
Cultural Events	National Level	10
Cultural Events	State Level	68
Sports meet	Intra Sports SCMS sports meet	250
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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
2016	Cultural	National	0	1	NA	NA
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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 They attend meetings called by the University. Apart from the Student Council, the MBA department has a Class committee consisting of two senior faculty and four students. This Committee meets once in a Semester to discuss on progress in curriculum completion, student conduct, problems faced by students and other matters of interest to the students. Each department has their own Discipline Committee, Grievance Committee and Anti -ragging Committee who meet once in a Semester separately to discuss on discipline of students 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:

56

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

36000

5.4.4 – Meetings/activities organized by Alumni Association :

Forth Ambit, an exclusive online portal helps the institute to keep constant connect with its alumini. 1. Organizing Yearly meetings at various locations inside and outside India:- Conducted 4 meetings during the year 2. Invite the alumni to provide guidance and motivation to the students. 3. Develop close association among the alumni members all over the globe. 4. Financial support. 5. Event sponsorship 6. Awards / reward. 7. Placement leads 8. Support the newcomer in the office 9. Invited lectures 10. Visiting faculty

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)

The Management Team of the Institution believes and promotes participative management at various levels of the Institution. 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. Each department works in a decentralised manner. Each department prepares its Annual Calendar to implement various development initiatives and student centric activities. The faculty and Management have formed various committees such as Grievance Cell, Equal Opportunity Cell, Disciplinary Committee, Womens' Grievance Committee and Anti-ragging Committee. In these committees, faculty and members of the management make action plans for the benefit of the Institution.

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

Yes

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), B.Com and B.Sc 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.
Human Resource Management	Management has a proactive approach to Human Resource Management in the Institution. Necessary faculty and staff are recruited every year to carry out the activities of the Institution. Encouragement is given to faculty to publish articles in peer reviewed journals. Facilities are provided to faculty to undertake funded research projects. Regular Faculty Development programmes are organised to enhance the knowledge of faculty. The faculty are encouraged to present research papers in national and international level seminars and conferences. Welfare measures are provided for both faculty and staff. The performance of faculty is appraised through a 3-tier process - self, HOD and Management.

<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>The institution has adequate number of classrooms, seminar halls, tutorial space, well equipped scientific labs and computer labs, an animal house, research room attached to the library. Additions in carpet area were made to the existing MBA Library. New classrooms were added to the existing ones</p>
<p>Research and Development</p>	<p>The institution undertakes both internal and external funded projects. The major project on 'Development of a Profile of Short -duration Migrant Labourers in Ernakulam District' funded by ICSSR was completed and submitted. 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.</p>
<p>Examination and Evaluation</p>	<p>Continuous Internal Assessment: Internal assessment is continuously conducted throughout the course. Assessment criteria consists of tests, assignments, presentations, project works, quizzes, surprise tests, viva-voce etc. Periodic Publication of Internal Marks in Notice Board: Student performance for each of the internal components is individually entered and is periodically summed up. These are published in the notice board periodically. Mid-term and Model Examinations: These are designed to simulate University-level semester-end examinations. Linking Internal Assessment Components to Learning Objectives: Since the entire course is divided into separate modules/topics, the internal assessment method of any module/topic corresponds to the learning objectives attributable to the module.</p>
<p>Curriculum Development</p>	<p>The curriculum for all the courses is given by the Mahatma Gandhi University, Kottayam. Add-on courses were introduced for MBA Semester 4 students</p>

	in the following topics: Employee engagement, Digital marketing, Professional selling and NISM
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

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

E-governance area	Details
Planning and Development	Nil
Administration	Linways
Finance and Accounts	Custom Software
Student Admission and Support	Linways
Examination	Linways

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	Ms. A Arsha	National Seminar on Womens rights - Human Rights perspective	Department of Business Administration, MES College	1000
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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)

2016	UGC Faculty development program	nil	31/05/2016	31/05/2016	3	0
2016	Orientation program	Orientation program	31/05/2016	31/05/2016	22	0
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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
Summer Workshops	8	31/05/2016	31/05/2016	2
Staff Training conducted by the university	3	31/05/2016	31/05/2016	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
53	53	15	15

6.3.5 – Welfare schemes for

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

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.
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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

46516000

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	No		Yes	IQAC
Administrative	Yes	ISO	No	

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 also have given suggestions regarding coaching for entrance exams and Personality Development Programmes.

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

Awareness programme on ISO certification. Training programme on MS Excel

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

Rain-water harvesting 'Grow Pure' (Organic vegetable cultivation by NSS volunteers) Energy conservation

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
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
2016	Faculty Enrichment programme for faculty to improve the quality of teaching	09/01/2016	09/01/2016	09/01/2016	25

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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
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			Female	Male
Women Empowerment	10/03/2016	10/03/2016	48	35
Women's Self Defence Awareness Program	08/04/2016	08/04/2016	35	0

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
The students are given regular lectures on Environment protection. The students are encouraged to keep the campus and its surroundings clean Rain-water harvesting 'Grow Pure' (Organic vegetable cultivation by NSS volunteers) Energy conservation Re-using one-side printed paper Recycling used pens

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	500
Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	Yes	1
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
2015	3	3	31/05/2016	1	Parivarthana	Educating students of 16 schools	200
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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)
Parivarthana	03/12/2015	A social initiative for educating students in 16 schools in the district on Save Water

Old Age Home Visit	21/09/2015	Students in small groups visited the old age homes and spend quality time with the people.
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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Old age Home Visit	31/05/2016	31/05/2016	10
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Rain Water Harvesting Grow pure (Organic vegetable cultivation by NSS volunteers) Energy conservation Re-Using one-side printed paper Recycling used pens The students are given regular lectures on environment protection The students are encouraged to keep the campus and its surrounding clean Environment Audit was conducted.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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 using 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 and the 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. Theme of Parivarthana 2015 was SAVE WATER. As a part of this campaign, 120 students from the MBA 13th batch visited 16 schools in different parts of Kochi. They presented a skit on the importance of saving water and methods of water conservation to school children in the age group of 8 to 14. They also distributed pamphlets on safeguarding water resources, careful use of available water and methods to obtain clean water. The schools were given sticker posters on water conservation. These were pasted at several locations throughout the schools where there was a chance of wasting water such as taps and washrooms. The

program received positive responses from the children of every school visited. Almost all the schools requested the MBA students to come back again. Overall, the program was able to convey the message of saving water to more than 3000 students across Kochi city. 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 53 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%20Practices%202015-2016.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

Fourth semester of M.Sc Molecular Biology Genetic Engineering course is exclusively for doing a research project of 450 marks, of which 300 marks is for external evaluation and 150 marks for internal evaluation. An innovation to the Fourth semester internal assessment programme has been made. A course work examination has been introduced for the students along with the research project. The faculty would prescribe a specific syllabus for course work to each student based on the research project allotted to him/her. Based on the syllabus, the student has to appear for a course work examination of 50 marks. The course work examination marks was considered as one of the criterion for internal assessment.

Provide the weblink of the institution

<https://scmsgroup.org/sstm/>

8.Future Plans of Actions for Next Academic Year

Introduce new add-on courses Organise awareness programmes for teachers and students on recent trends in respective areas of specialisation. Increase the number of articles published by the faculty. Enhance research activities by involving students in socially relevant projects.