Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT**
Name of the head of the Institution	**Dr . G Sashikumar**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04842625004**
Mobile no.	**9846044713**
Registered Email	**sashikumar@scmsgroup.org**
Alternate Email	**sstm@scmsgroup.org**
Address	**SCMS School of Technology and Management, Muttom PO 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/images/KLCOGN17310-SCMS%20School%20of%20Technology%20and%20Management,%20Aluva-Kerala.pdf

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/Academic%20Calendar%202018-19.xlsx

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**A**	**3.19**	**2015**	**03-Dec-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		
NBA - SAR submitted and Peer Team visit in June 2019	06-Mar-2019 25	1
AQAR 2017-18 submitted	31-Jan-2019 10	7
ISO Periodic Audit	29-Oct-2018 2	8
Academic audit	06-Mar-2019 2	7
IQAC Meeting	14-May-2019 1	14
IQAC Meeting	11-Feb-2019 1	9
IQAC Meeting	09-Dec-2018 1	11
IQAC Meeting	04-Sep-2018 1	10
[View File](#)		

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 Department	National Technology Day Celebration	Kerala State Council of Science Technology and Environment	2019 1	17000
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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)

Academic Audit was done once in a year Alumni association meetings were organised in the campus Measures to enhance the quality of teaching, learning and evaluation were introduced. Many skilloriented training programs were given to students to improve their employability. Various outreach activities were organised in association with government agencies.

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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
Outreach activity	Students participated in post-flood rehabilitation efforts of the State Governemnt.
Extension Activity	Lakshya 2018 was launched to impart training programme for school children in LibreOffice-Calc
Alumni engagement	Alumni contributed books to the Library
Faculty publications	Faculty have published in UGC approved Journals.
Conferences	MCA Department organized the 4th International Conference on Web Services Computing on 4th July 2018. MBA Department organized a national Seminar on Managing Plastic Waste on 12th October 2018
Career Counselling	Placement training and Career Counselling were provided for final year students of all departments by internal faculty and external agencies
Personality Development Programme	Students of all Departments were provided PDP by external agencies
Faculty Development Programme	FDP were organised throughout the year on diverse topics to enhance the quality of faculty.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Board of Management	30-Dec-2019

15. Whether NAAC/or any other accredited	No

body(s) visited IQAC or interacted with it to assess the functioning ?	
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**24-Jan-2019**
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. TeachingLearning module, Library module, HR module and Admissions module are operational. Linways is used as a medium of communication between management, faculty, students and parents**

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 college follows the academic curriculum designed by Mahatma Gandhi University to which the college is affiliated. Flexibility in making changes in curriculum is restricted due to this. The college plans the academic schedule as per Mahatma Gandhi University's academic calendar. The College ensures effective curriculum delivery through a well-planned and documented process. The concerned departments prepare their departmental academic calendars prior to the commencement of every academic year. The academic calendar specifies suitable available dates for significant academic and other activities. The faculty members are briefed on the academic activities of the college on the first meeting of the commencement of every academic year. The Head of the departments arranges departmental meetings to distribute and assign the workload. Considering the workload and planning held in the departmental meetings, the syllabus is disseminated as per classes and papers/courses for teaching. Faculty members prepare semester-wise Course plan for theory and practical at the beginning of every term/semester. Each teacher has been assigned academic and administrative committee responsibilities. That is monitored by the concerned Head of Departments and the Principal of the college. The timetable committee prepares a general time-table and HoD of concerned departments prepare departmental timetable. Teachers conduct classes according to the timetable. IQAC and departmental meetings are held periodically to review the syllabus completed. Monthly meetings are conducted by the academic committee to monitor the progress of the completion of syllabus. For the effective transmission and delivery of curricula, departments integrate classroom teaching with various ICT tools, laboratory practicals, field projects, students seminars, tutorials, question papers solving, research projects, field survey, on-the-job training etc. For effective implementation

of the curriculum, a teacher prepares lesson plan and teaching plan. Special classes and remedial classes are conducted for students lagging in understanding concepts and to bring them on par with the rest of the class, in order to complete the syllabus well on time. For the upgradation of subject-related knowledge, college organizes seminars, conferences, and workshops. This activity provides a platform to the faculty and the students to participate and interact with experts in various fields and enrich and update their subject knowledge. For the effective curriculum delivery teachers use participative, problem solving and student-centric learning methods. Faculty members effectively and creatively use PPTs, video lectures, models, charts, various educational softwares, and the online NPTEL courses are available to the students for delivering the subject knowledge. The college organizes guest lectures, expert lectures of eminent academicians for the effective curriculum delivery.

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
HR Analytics	-	03/12/2018	15	Employability	yes
Competency Mapping	-	03/12/2018	15	Employability	yes
Personnel Management and IR	-	04/12/2018	15	Employability	yes
Commodity Market	-	04/12/2018	13	Employability	yes
Retail Business Management	-	06/12/2018	12	Entrepreneurship	yes
NISM	-	05/12/2018	13	Employability	yes
NPTL courses	-	09/01/2019	15	Employability	yes
Joomla	-	06/11/2018	10	Entrepreneurship	yes
Microsoft Project	-	14/11/2018	5	Entrepreneurship	yes
WEKA	-	24/10/2018	10	Entrepreneurship	yes
PHP	-	05/02/2019	8	Entrepreneurship	yes
GST	-	03/07/2018	1	Entrepreneurship	yes
Soft Skills	-	17/08/2018	10	Employability	yes
MS Office	-	17/08/2018	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
MCA	Second year direct entry	11/07/2019
BCA	Computer Applications	22/07/2019
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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
Integrated(PG)	Integrated Master of Computer Aplications	01/07/2018

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

	Certificate	Diploma Course
Number of Students	618	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
Apiculture	04/07/2018	15
Biotechnology in diagnostic Applications	06/03/2019	14
	View File	

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	117
MCA	computer applications	4
BA	Economics Model II	11
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
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 institution collects feedback on curriculum aspects and courses from different stakeholders such as alumni, faculty, students and parents and employers. An assessment is done to improve and contribute to teaching learning

process in a positive way. Suggestions and comments given by the stakeholders are taken into account for future development. Once the feedback is analysed and valuable suggestions given were considered and necessary actions are executed. The different areas where improvements are required are discussed in respective committees/departments. The proposals given by the different committees and departments are discussed in Management meeting in the college for necessary action. Strengths of the college are also taken into consideration for further up gradation

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	346	120
MCA	MCA	60	31	5
Integrated(PG)	IMCA	60	115	47
MSc	Msc	20	33	6
BSc	BSc	24	79	14
BCom	BCom	164	497	133
BA	BA	14	17	10
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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
2018	157	178	25	33	4

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
62	51	21	26	1	21
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. Mentors need to build rapport with their mentees. The mentor may encourage the mentees to examine parts of their lives that they may have found difficult or impossible to face before. A mentor and mentee can set

aside time to explore the difficulties which may include his/her stressful or emotional feelings. This act of helping the mentee to see things more clearly and possibly from a different view-point can enable him/her to focus on feelings, experiences or behavior, with a goal of facilitating positive change. Mentors are given Dossiers, and mentees are requested to fill them up and return to the mentors. Mentors and the mentees will write the necessary report and remarks in the Dossier and keep them till the end of the course. At the end of the course they are returned to the mentees. The tear-away exit sheet at the end of the dossier is filled by each mentee and it is documented by the mentor as an exit report. 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 the skills required for their successful placements, academics and career to a large extent. Objectives:- • To help students face challenges in their career and life. • To help them to develop the skills in analyzing and synthesizing any type of situation. • To inculcate in students a sense of respect for self and others, an urge for knowledge and information and values for the ethics of learning and achieving. • To develop the capacity to understand emotions, express them and to relate to others. Outcomes of Counseling and Mentoring:- After a series of counseling and mentoring sessions, students are expected:- • To relate to adults and peers in positive ways. • To apply well-informed decisions with regard to the various situations in their life. • To shift positions by successfully making the transitions between situations, settings and their efforts in a positive manner.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
355	65	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
61	62	0	9	23

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
2018	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	-	3	20/02/2019	21/08/2019
MBA	-	2	06/07/2018	28/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In accordance with university regulations, all departments of SSTM follows systematic procedure for the internal evaluation of the students. The student's development is assessed on a continuous basis throughout the year. Evaluation

process Each faculty prepares a course plan in the beginning which clearly details out the internal assessment methods to be followed for that subject. The assessment includes class tests, assignments, mini projects, quiz, role plays, surveys, interviews etc.as continuous evaluation all through the course. It also has a mid- term and a model examination conducted half way and at the end of each course. The faculty in charge is empowered to bring out any innovations suiting his/her subject for the benefit of the students. The internal evaluation is done through the continuous evaluation based on test papers, seminars, presentations, assignments, viva and attendance. While evaluating the seminars and presentations due weightages are given to factors such as self-confidence, independent learning, and communication skills to ensure the overall development of the students. Many of the tests are done through online and video presentations. Credit is also given to students for their scholarly inputs, academic integrity, effectiveness of communication and the organization of the topic. The institute has taken efforts to improve the performance of students by framing significant reforms in Continuous Internal evaluation at the institute level .The reforms are as follows: Remedial measures are taken by conducting tutorial classes to clarify doubts and re -explaining the critical topics. Appropriate mentoring activities are taken up for development of the students. LINWAYS learning Management System is utilized for Continuous internal evaluation like quiz and assignments The department regularly conducts group discussions, seminars and guest lectures. Poor performance due to frequent absenteeism is dealt by sending registered letters to the parents of such students. Impact: These reforms have resulted in substantial improvement in student's performance through comprehension of difficult topics, improved time management and enhanced writing skills. This has significantly enhanced the academic excellence of students. Result analysis Faculties have to evaluate the answer sheet within the time frame dictated by the Principal. Students are provided feedback on the answers attempted by them which will help him/her to restrain from making similar mistakes in future. In the process of continuous evaluation for a subject, if the faculty in charge feels the student performance is not up to the mark, the faculty can contact the parents/guardian to take corrective measures. Each assessment marks are updated in the department noticeboard. Also, the online software of the institution provides entry of student performance marks which can be viewed by the parents from home too. If necessary, students are provided remedial classes which in turn will help them to perform better in the upcoming exams. The proper framing of the rules in the beginning of the semester helps to orient the students .It is clearly stated that, in case of any malpractice caught either during the conduct of examination or the student going against the rules of the institution will directly affect the continuous evaluation process.

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 department 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 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 distributes 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. Based on the academic tests conducted, assignments given internal marks calculated by every subject faculties. The generated internals as well as the attendance percentage upload to the university portal by the corresponding subject faculties prior to the University Examination. 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)

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
BA	BA	BA	9	8	89
BCom	BCom	BCom	115	96	83.47
MSc	MSc	MSc	2	2	100
BSC	BSc	Botany & Bio technology	19	14	73.68
DDMCA	MCA	MCA	12	9	75
MCA	MCA	MCA	21	15	71.43
MBA Batch14	MBA	MBA	118	66	55.93
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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/SSS%202018-19.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	200	MHRD	5	0
View File				

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

One day workshop on Investment Planning using Excel	ICICI Bank	16/03/2019
importance of Innovation and ideation	-	29/08/2019
Importance of Innovation and ideation	-	26/07/2019
Workshop on IPR for Students	MHRD- Government of India	10/01/2019
National technology Day - Technology Start ups for a new world	Funded by KSCSTE, Govt of Kerala	15/05/2019
Short term training on Molecular analysis of DNA and RNA by semi-quantitative and real-time PCR methods	Department of Biotechnology, Govt of India	15/07/2019

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	31/05/2019	NIL

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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	31/05/2019

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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
0	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)
National	Management	1	2
International	Department of Computer Application	4	5.87

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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
Management	2
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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
NIL	NIL	NIL	2018	0	NIL	0
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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	2018	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	0	20	0	0
Presented papers	0	2	1	0
Resource persons	0	6	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
Flood Relief activity	EKM Dist. Administration	3	70
Lakshya: Training on LibreOffice Calc	Govt.VHSS, Kalamassery	1	2
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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
Dr.C.Mohankumar: Biofuel production from Coconut oil	National award – Best product development	Ministry of Agriculture and family welfare,	0

and functional feasibility of the Biofuel in diesel vehicle			Govt of India	

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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
ROAD SAFTEY	MOTOR VEHICLE DEPT	CSR	6	50
HEALTH AND CANCER AWARENESS PROGRAMMEE	AIMS	CSR	4	30
SWATCH BHARATH	AICTE	CSR	6	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	NIL	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
Mini Project	Mini Project	Various banking institutions	01/09/2018	20/11/2018	43
Field Trip	Industrial Visit	DP World, cochin	11/06/2018	11/06/2018	21

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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
Courtyard by Marriot Kochi Airport	01/06/2018	Etiquette Training	84
Hedge School of Applied Economics	01/06/2018	Training for Students	118

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
112	127

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Newly Added

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	3.6	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	793	1778422	2	310	795	1778732
Reference Books	92	248615	3	1265	95	249880

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	31/05/2019
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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	148	104	4	4	0	12	32	100	100
Added	185	163	4	4	0	5	17	100	0
Total	333	267	8	8	0	17	49	200	100

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

100 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 incurredon maintenance of physical facilites
201	205	364	461

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 the 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. ANNEXURE 6 of AQAR 2018-2019

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 institution	1	50000
Financial Support from Other Sources			
a) National	CENTRAL SECTOR SCHEME OF SCHOLARSHIPS FOR COLLEGE AND UNIVERSITY STUDENTS, POST MATRIC SCHOLARSHIP SCHEMES MINORITIES	15	150000

	CS, Capital first MBA scholarship		
b)International	-	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 implemetation	Number of students enrolled	Agencies involved
PERSONALITY DEVELOPMENT PROGRAMME	16/09/2019	118	Whats in the Name- New Delhi
PERSONALITY DEVELOPMENT PROGRAMME	29/07/2019	114	Red Dot Training, Mumbai
PERSONALITY DEVELOPMENT PROGRAMME	08/10/2019	116	Red Dot Training, Mumbai
PERSONALITY DEVELOPMENT PROGRAMME	23/09/2019	82	Whats in the Name- New Delhi
PERSONALITY DEVELOPMENT PROGRAMME	16/09/2019	118	Whats in the Name- New Delhi
Guidance for competitive examinations	20/11/2018	17	SUBHAKRINAN ACADEMY, NORTH PARAVUR, ERNAKULAM
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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
2019	PERSONALITY DEVELOPMENT PROGRAMME	82	82	82	55
2019	PERSONALITY DEVELOPMENT PROGRAMME	118	118	118	82
2019	Guidance for competitive examinations	17	17	13	13
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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

9	9	18

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
41	82	80	21	2	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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	29	MBA, MSc, B com	Management, Bio Technology and Commerce	Various institutions	PG certifica tion programs, Msc, MBA and M com

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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	1
Any Other	2

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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 MEET	UG	20
Reliance Youth football	State	21
M.G. University Intercollegiate Sports Meet	State	65

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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
2018	nil	National	0	0	nil	nil

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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. Shahanaj, Vice Chairman Ms. Abhirami Mahiera General Secretary Mr. Sarath E University Councillors Mr Rohith Ms. Praseetha G Pillai The Editor of the College Magazine Mr Kenneth Thomas The Art Club Secretary Ms. Arathy B Class Representatives Mr. Amar Shariar, Mr. Nebil Mohamed, Ms. Ashna Elizabeth Lady Representatives Ms. Gowri R and Ms. Anna Elizabeth 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?

Yes

SCMS Alumni Association was formally registered in 2017 covering all the institutions under the SCMS Group. It is an umbrella organization, coordinating many alumni chapters both national and international. The purpose of the SCMS Alumni Association is to support its members throughout the world with a comprehensive and wide range of professional and social activities to nourish the network and to promote SCMS Group of Institutions. The institution gives much importance and value to the students who pass out and becomes our esteemed alumni. We include our alumni in responsible and key positions in our institution. The Academic advisory board of our institution has the presence of our alumni who are now in top level positions in industry. The Internal Quality Assurance Cell(IQAC) of our Institute also includes distinguished alumni members. The involvement of Alumni in various events of our institute are very much visible through their participation in various levels for the same. They have contributed books to the library during flood calamity. They also support the institute in placements. Many of our alumni are in top managerial positions in many reputed organizations. This helps our student in many ways including recruitment, industry interaction, organization study and main project. Especially in case of placements many recruiters visit our institute again and maintain a rapport with the institute mainly because of our alumni who are placed with them earlier. Fourth Ambit, an exclusive online portal helps the institute to keep constant connect with its alumni .The Fourth Ambit database updates complete details of the alumni including their present position. All the events in the campus, student and faculty achievements, information regarding alumni meet etc are posted in this portal. The official fourth ambit link of the institution is https://sstm.fourthambit.com/.

5.4.2 – No. of enrolled Alumni:

247

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

233500

5.4.4 – Meetings/activities organized by Alumni Association :

5

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 Institution practices decentralization and participative management 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)?

No

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
Curriculum Development	? Curriculum Development: The curriculum for all the courses is given by the Mahatma Gandhi University, Kottayam. Add-on courses and Certificate Courses were introduced for all programs. The faculty is given freedom to design a course which is industrially relevant and skill oriented. Students completing Courses such as NISM and GST have got placed in reputed organisations on a preferential basis
Teaching and Learning	? 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.
Examination and Evaluation	? 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.
Research and Development	? 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.
Library, ICT and Physical Infrastructure / Instrumentation	? 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. New classrooms were added to the existing ones.
Human Resource Management	? 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.
Industry Interaction / Collaboration	? 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.
Admission of Students	? Admission of Students: : The institution follows the norms of Mahatma Gandhi University in fulfilling the requirements of admission of students. MBA and MCA seats are completely filled-up by the management, and M.Sc (Biotechnology), B.Com and B.Sc seats are filled-up on a 50:50 basis.

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

E-governace area	Details
Planning and Development	Linways, Administration:- MS Office 2010 and Student Management Through Linways
Administration	Linways
Finance and Accounts	Customised 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
2019	Dr J.M Lakshmi Mahesh	5 days workshop (Deep learning)	CUSAT	5000
2019	Ms Bindu John	National Conference-	St Pauls College	250
2019	Ms Raymol Mary	Android	ICT Academy	650

Year				
	Jose	Developer Fundamentals		
2018	Mr. Mariadas Ronnie	Android Developer Fundamentals	ICT Academy	650
2018	Ms Jismy Joseph	IoT For Engineering Applications	ICT Academy	1500
2019	Dr. Dulari S S	Conference organised by International Advertising Association 2019	IAAA	25000
2018	Ms.Anitha Krishnan	IoT For Engineering Applications	ICT Academy	1500
2018	Ms Raymol Mary Jose	Android Developer Fundamentals	ICT Academy	650
2018	Ms Bindu John	National Conference-	St Pauls College	250
2018	Dr J.M Lakshmi Mahesh	5 days workshop (Deep learning)	CUSAT	5000
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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)
2018	FDP on Introducing Quality Circles – Dr K P Ouseph IFS (Retd.)		04/01/2019	04/01/2019	25	0
2018	Effective Communication And streamlining of academic activities		24/01/2019	24/01/2019	11	0
2018	Faculty Orientation Program by HR		05/06/2018	05/06/2018	2	0

	Department					
2018	Faculty Orientation Program by HR Department		03/07/2018	03/07/2018	1	0
2018	Faculty Orientation Program by HR Department		17/07/2018	17/07/2018	1	0
2018	Faculty Orientation Program by HR Department		11/10/2018	11/10/2018	1	0
2018	Faculty Orientation Program by HR Department		13/11/2018	13/11/2018	1	0
2019	Faculty Orientation Program by HR Department		02/01/2019	02/01/2019	1	0
2019	Faculty Orientation Program by HR Department		11/02/2019	11/02/2019	1	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
Deep Learning Workshop	1	18/02/2019	22/02/2019	5
National Conference at St Paul's College Kalamassery	1	04/02/2019	04/02/2019	1
Android Developer Fundamentals	2	11/12/2018	21/12/2018	10
Angular 6 One Framework Mobile and Desktop	2	06/12/2018	07/12/2018	2

MDP on Gamification in Learning and development , CUSAT, Kochi1	1	28/11/2018	30/11/2018	3
IoT for Engineering Applications	2	03/10/2018	05/10/2018	3
One Day Seminar on Start-ups for the New world	11	15/05/2019	15/05/2019	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
7	7	0	0

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.	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.

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
Global FTI Pvt Ltd	13500	Seminar on Future of Accounting and Finance Profession in the age of Artificial Intelligence and Robotics (07.02.2019)

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6.4.3 – Total corpus fund generated

55700000

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 also have 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)

1. Swachh Bharat Internship Programme (100 hours completed in one and half weeks) 2. Swara – Women's forum inaugurated 3. Corporate Theatre: Learning Management through theatre for MBA students

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	Yes

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
2018	Writing course outcomes using Bloom's Taxonomy	26/11/2018	26/11/2018	26/11/2018	42
2019	Courseplan preparation	07/02/2019	07/02/2019	07/02/2019	44
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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
How to eat smart - Talk by Ms. Neena	15/11/2018	16/11/2018	60	40

International Day of Happiness: Theme "Happier Together"	20/03/2019	20/03/2019	73	50
Awareness programme on Breast Cancer (NSS Unit of SSTM and 'Sakhi' – assemblage of MBBS students of Government Medical college, Kochi)	14/12/2018	14/12/2018	100	0
Training in self-defense	19/02/2019	19/02/2019	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
As part of environmental Consciousness and Sustainability, the Institution has adopted a policy on use of LED lamps. Currently, the fluorescent tubes and bulbs are being replaced by LED lamps. Application submitted to Kerala State Electricity Board – ANERT programme for installing 250 KW solar panels in January 2019.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	Yes	0
Ramp/Rails	Yes	0
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
2018	1	2	15/08/201	8	Flood	Provided	60

2018	1	1	21/09/2018	10	Koodorukkan - build nest togetther	rehabilitation of affected people in the flood	56
				8	Relief Camp at SSTM south Kal amassery campus	accommodation, food etc	

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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	25/07/2018	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	01/01/2019	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 orphanage	02/02/2019	02/02/2019	118
Road Safety Week	07/02/2019	07/02/2019	50

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Rain Water Harvesting Recycling Bin for Used Pens Plastic free campus Use of one side printed paper throughout the Institution for all internal communication and documentation

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: 1. Title of the Practice: Preparing students for future (Placements and Higher studies) 2. Goal: SSTM makes use of a well-defined structure to train and develop students once they enroll for any course for UG as well as PG students. The main goal of this structured programme is to guide and train students on a continuous basis, make them aware of the requirements of the industry, impart them with the required skills, and help them getting placed. They are also trained and prepared for higher studies too. 3. The Context: We have an unpredictable market today with the kind of developments taking place in the technology today. These developments are disrupting the markets. The requirements for these markets also keep changing. Hence to cope up with these changing requirements, there is a requirement to keep the

students updated with the required skills and knowledge. Understanding this situation SSTM, has a structured way to keep the students updated. All departments have their unique way of doing this. 4. The Practice: As already mentioned SSTM has a unique way of addressing these requirements of students. Both UG and PG students go through these process once they enroll for any process. There are both in-house as well as programmes conducted by external agencies. Every semester they have such programs which is structured on a progressive basis. As they enter the campus, first thrust is given to communication and presentation skills. Thrust is given to communication skills during the foundation program too. As they move on to the higher semesters, the nature of training becomes more serious. There are aptitude training, etiquette training, career training, personality development programmes and many more. These are provided by experts. Apart from these, efforts taken in-house to improve skills on a continuous basis. Mentoring and Coaching also play a bigger role here. This is done by assigning a group of students to each faculty. The group is placed under the charge of one faculty member so that the responsibility could be fixed and the faculty members are in a position to develop a rapport with the assigned group and monitor the progress of the students. The coach assists the aspirants to frame an accurate and separate strategy and plan at every level of examination. The role of the mentor is to offer guidance to the mentees to improve every time. The process is repeated many times to help the weakest student build confidence required for appearing for competitive exams as well as placements. 5. Evidence of Success: This structured programme of continuous development has helped students to equip with the necessary skills that the market requires and be confident to meet the market challenges. This has helped in more students faring well in interviews and getting placed. This has also enabled the students to withstand the pressures their job offered. The mentoring program initiated, has helped the faculty to closely observe their mentees and help them out in placement as well as with their higher education. 6. Problems Encountered: Being under the university stream ,the greatest challenge faced is to finding out time for also these activities. Best Practice 2: 1. Title of the Practice: Faculty Induction Programme 2. Goal: To familiarise the new faculty the new faculty to the working to the working environment and general rules and regulations of the Institution. 3. The Context: One of the mandates set by the University Grants Commission is the development and implementation of a high quality Faculty Induction Programme for newly recruited faculty in higher education institutions. This can help new teachers to improve their teaching and management skills, adjust to the culture of higher education institutions, and better understand their professional responsibilities.. 4. The Practice: On getting selected through a rigorous selection process, candidates are asked to join on a specified date. After joining, the new faculty will begin their Induction Programme for the second day onwards. They attend a powerpoint presentation by the HR Manager on the history, growth, achievements, Board of Management, various institutions, centralized activities, general rules and regulations, attendance, leave, increment, salary revisions, promotion, rules for attending seminars and conferences, procedure for resignation, statutory benefits and salary disbursements. The next step in the induction process is the Academic orientation by HOD, who explains academic processes relating to teaching, learning and evaluation. After a week, feedback is taken from the new faculty on how they feel in the organisation and their well-being. After the formal induction, the general rules and regulations is shared with the faculty member for ready reference. Apart from induction, the HR department organizes Reorientation program for all existing faculty. 5. Evidence of Success: On completion of the Induction Program, new faculty members have been found to be working effectively in their assigned roles. 6. Problems Encountered: Faculty rejoining may not be given a detailed induction as in case of a fresher. So the challenge is that there can be difficulties that the faculty may face due to

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%202018-19.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

Corporate Theatre Corporate Theatre blends theatre and education to create a powerful and engaging learning experience. This is basically a powerful extension of traditional role-play method. Corporate theatre methodology is best suited for team building, improving interpersonal relationship, and attitudinal training. In a corporate theatre workshop trainers use various forms of drama, music dance to enhance the soft skills/life skills of trainees. A one day Workshop on Corporate Theatre was organised for the MBA students. The training was conducted by Mr. Arun Antony, MBA Alumni. He started with a brief introduction regarding how theatrical training could enrich management students and help them benefit. The entire session involved a series of activities. The very first activity was to introduce oneself with an adjective that best described oneself with a dramatic expression. This was followed by all others having to mimic the person's introduction and dramatic expression as it was conveyed, by carefully observing the one who delivered the introduction. This was to show the students the importance of observing to understand and to learn a new skill. The second activity was based on voice modulation where the trainer taught how to modulate voices. This was to enlighten the participants on how important voice was to convey messages in an organisational set up. The last session of the training was role play where the students were given a certain theme. They were asked to prepare a story that related to the theme and then they were to enact the whole story out with adequate background music Outcomes of the workshop 1. Enhanced creative thinking 2. Expanded comfort zone 3. Better self presentation 4. Improved team skills Thus it became clear that the students' capability to express ourselves plays a big role in the process of communication.

Provide the weblink of the institution

https://scmsgroup.org/sstm/

8.Future Plans of Actions for Next Academic Year

Extension activities in association with State Government. 2. Entrepreneurship Development programmes 3. Organise Shikhar 20- biannual international management Fest of SCMS and Aroha – undergraduate fest 4 NBA Accreditation 5. Introducing new UG programmes