YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
• Name of the Head of the institution	Dr G SASHI KUMAR
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04842625004
• Mobile no	9846234713
• Registered e-mail	sstm@scmsgroup.org
• Alternate e-mail	indunair@scmsgroup.org
• Address	SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT, PRATHAP NAGAR, MUTTOM
• City/Town	ALUVA
• State/UT	KERALA
• Pin Code	683106
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Self-financing**
• Name of the Affiliating University	**MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA**
• Name of the IQAC Coordinator	**Dr SUSAN ABRAHAM**
• Phone No.	**04842625004**
• Alternate phone No.	**9495114276**
• Mobile	**9846234713**
• IQAC e-mail address	**iqac.sstm@gmail.com**
• Alternate Email address	**sstm@scmsgroup.org**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://scmsgroup.org/sstm/NAAC/AQAR2019_20
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://scmsgroup.org/sstm/images/SSTM%20ACADEMIC%20CALENDAR%202020-21.pdf

5.Accreditation Details

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

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Biotechnology/ Dr Sethulekshmy Nair	Covid-19	BIRAC-DBT	2020/ 6 Months	3700000
Commerce	Promoting Entrepreneurship	DIC-Kerala Govt	2020-21	20000
SSTM	UBA	MHRD	2020	175000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	4
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

20 webinars and conferences were organized in online mode as blended approach to teaching and learning was the main focus of the academic year due to the pandemic.

Organized 40 curricular and co curricular activities in online mode to ensure the active participation of students in institutional activities during the pandemic.

The department of biotechnology obtained a research project from BIRAC, Govt of India, for the detection of Covid-19 in collaboration with Malabar Cancer Centre. It also contributed to the "Break the Chain" campaign, an initiative of Kerala state Govt, by preparing and distributing hand sanitizer to the High court, Collectorate, Govt. Medical College and Police stations in the vicinity of the college. Masks were also distributed to the police team designated to ensure compliance of covid protocol.

As a part of knowledge enhancement for faculty, they were encouraged to attend online faculty development programmes as well as online courses under NPTEL.

Initiated to organize a vaccination drive for teaching and non-teaching staff of the institute along with their family members as part of the fight against covid-19 in 5 cycles.

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

Plan of Action	Achievements/Outcomes
Familiarizing the students on the vision and mission of the college	With a focus on the institution's vision and objectives, an online-orientation programme was prepared for all newly admitted students. 4 student skill-building initiatives were designed and each department provided extra add-on programmes. A total of 20 add-on and certificate programmes were offered by the institution in 2020-21.
Encouraged faculty to attend FDPs / online certificate course	Minimum of two FDPS /online certificate courses were attended by all faculty members, totaling to 166.
To prepare and distribute hand sanitizer in the neighborhood.	5000 liters of hand sanitizer were prepared and distributed at the High court, Collectorate, Govt. Medical College and Police stations in the vicinity of the college. Masks were also distributed to the police team

	designated to ensure compliance of covid protocol.
Initiative to encourage faculty members to publish at least one article in Scopus indexed journals or Web of Science .	40 research publications by faculty members. An amount of 76250 was disbursed as incentives for selected publications and for attending conference's.
To provide training to support staff on sanitization of classrooms / Examination halls as per covid-19 protocols issued by Govt.	12 supporting staff members were trained and they performed sanitization of class rooms, examination halls and other common spaces on daily basis. Institution was supplied face shield, gloves, face mask and sanitizers to all invigilators.
To review the performance and activities of various departments on regular basis	Head of the institution reviewed the performance and activities of each department on weekly basis to ensure the plan of action charted out for the department is strictly adhered. A Head Of The the Institution(HoI) meeting was held every friday morning to review the previous week's activities thus making it a structured exercise.
To conduct curricular and non-curricular activities in online mode to keep students engaged.	40 programmes were conducted and ensured the active participation of students and faculty members

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

- Name of the statutory body

Name	Date of meeting(s)
SCMS Board of Management	25/03/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	25/02/2022

15.Multidisciplinary / interdisciplinary

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

16.Academic bank of credits (ABC):

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

17.Skill development:

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

medicinal plants, Apiculture, manure making, jewellery and umbrella making, paper bag making are to name a few.

Management students are provided with Integrated Management Learning Programme (IMLP) during their first year and Advanced Management Learning Programme (AMLP) during their second year of the programme as a preparation leading towards placements.

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

Indian languages, which are the part of the curriculam prescribed by the university are offered to all programmes.

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

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

20.Distance education/online education:

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

Extended Profile

1.Programme

1.1	316

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

File Description	Documents
Data Template	View File

2.Student

2.1	**1052**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	**142**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**335**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**63**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**63**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**44**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**478.01**
4.3 Total number of computers on campus for academic purposes	**333**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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

- **The academic year begins with preparation of an academic calendar based on University Calendar.**
- **Faculty members are assigned courses and related academic responsibilities.**
- **The Institution in its mission to upskill students, supplements the university curriculum with 5 vocational courses, 3 value added courses, 16 add-on/ certificate programs, 8 complimentary courses, 6 mini projects, 5 simulation based workshops, 6 inhouse training programs and 6 external training programs.**
- **Curriculum workshopsare held before the commencement of every semester to ensure value additions to a course with the participation of faculty, subject experts and alumni. Continuous Internal Evaluation (CIE) is incorporated along with at least one student centric method.**
- **Internships and projects form part of the syllabus.**
- **Experiential learning, flipped class room, and hybrid courses constitute 25% of the courses.**

- **Timetables incorporate required academic sessions, assessments, and other planned activities.**
- **The faculty maintains record of topics covered in each session using LMS-Linways.**
- **Course content delivery and progress is monitored through Linwaysby respective HOD's and reviewed in monthly departmental meetings.**

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://drive.google.com/file/d/1XWY59DasJdM 1lU9t4SDR_6XSicGxXhux/view?usp=share_link

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

- **As an affiliated college of Mahatma Gandhi University, Kottayam, the academic calendar of the institution is prepared in accordance with the University calendar.**
- **The calendar comprises of teaching-learning schedule, various curricular, co-curricular and extra-curricular events to be organized, holidays, tentative schedules of all examinations and other university related activities.**
- **It is approved by the principal and published on the college website at the beginning of the academic year.**
- **Timetables and schedules of internal examinations, assignments and seminars are prepared by the HoDs of respective departments in compliance with the academic calendar of the institution.**
- **The HoDs ensures implementation of the Academic Calendar regarding conduct of CIE as per the schedule in the HoI meetings.**
- **Once the internal assessment is completed, results are displayed on the notice board. It is also conveyed through LMSfor the information of students and parents. In cases of any queries, students can seek clarifications from the concerned faculty.**
- **The progress of the course is also updated by the faculty members in faculty meetings chaired by the HOD/Principal.**
- **Compliance of the calendar is reviewed on a weekly basis by the Principal during HoI meeting and the progress is reported to the Governing Council.**

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://scmsgroup.org/sstm/images/SSTM%20ACADEMIC%20CALENDAR%202020-21.pdf

1.1.3 - Teachers of the Institution participate in `B. Any 3 of the above` **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File]()
Any additional information	[View File]()

1.2 - Academic Flexibility

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

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

`10`

File Description	Documents
Any additional information	[View File]()
Minutes of relevant Academic Council/ BOS meetings	[View File]()
Institutional data in prescribed format (Data Template)	[View File]()

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

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

16

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

955

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

- With the view of addressing crosscutting issues relevant to Human values, Environment and sustainability, the syllabi of Mahatma Gandhi University which is followed by SSTM has incorporated 27 core courses under 10 programmes.
- Syllabi of the final year students of the UG programmes includes courses like Environmental Science and Human Rights, Environment Management and Human Rights, Environmental Economics and Human Rights and IT and Environment.
- PG programmes includes courses like Environment Management and Human Resource Management with the same purpose.
- Courses like Business Ethics and Corporate Governance, Dimensions and Methodologies of Business Studies, Cyber Security, Consumer Behaviour, Legal Environment of Business, IPR and Industrial Law helps students to gain understanding on professional ethics.
- The students are encouraged to undertakeminor projects to

sensitize them to imbibe human values.

- Additionally, the university also offers elective courses like Counselling skills for Managers, Industrial Safety and Occupational Health for inculcating professional ethics and human values in students.
- As part of women empowerment, the Women's club (Swara) of SSTM arranges webinars and talks by eminent personalities on women development/awareness.
- SSTM also organises various campaigns, personality development programmes and awareness talks to address crosscutting issues which are not under the syllabi.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

15

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

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

547

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://scmsgroup.org/sstm/images/Actiontakenreport21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://scmsgroup.org/sstm/images/StakeholderFeedbackReport.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

479

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

121

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The Institution adheres to its vision and mission by providing opportunities for holistic development by adopting student differentiated learning. The various strategies adopted for the identification of learning levels of students include: -

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

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

- **Peer to peer teaching**
- **Discussion of previous years question papers**
- **Remedial classes**
- **Providing additional learning resources like exam special capsule notes**
- **Psychological counselling by the personal counsellor of institution are provided to improve their academic**

performance.
- **The institution also incorporates Buddy System of teaching where advanced learners support slow learners.**
- **Specialized coaching for non-placed students is provided in addition to regular placement sessions.**

- **The advanced learners are provided with grade improvement sessions aiming for university ranks.**
- **The students are also encouraged to take up courses like NISM, NPTEL in addition to the curriculum to enhance their Curriculum Vitae.**

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

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

Number of Students	Number of Teachers
1052	**63**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Curriculum Workshop ensures that one student centric method is included in course plan for experiential and participative learning. It helps the students to develop knowledge, skills, values and exposure to walks of life. Experiential learning is an engaged learning process whereby students "learn by doing" and by reflecting on the experience.

Experiential learning activities include:

- **Outbound Training**
- **Mandatory Summer Internship**
- **Educational Field Visit**

- **Industry Visit**
- **Hands on laboratory experiments**
- **Story telling**
- **Role Plays**
- **Inter college Fests**
- **Skill based courses**

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

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

Problem solving involves problem finding, fact finding, defining the problem, idea finding, selecting and evaluating and these are administered through ? Case- study method ? Gamification ? Invited Lecturer series ? Soft Skill ? Participation in various research and Surveys ? Live Project

The above said helps the students to enrich necessary skills and enhances self-confidence.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/1-9546EbjT0G199nBsSG9geLNwx0sQ9V7/view?usp=sharing

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

- **ICT enabled multimedia teaching aids, Wi-Fi enabled campus, well equipped seminar halls and smart classrooms facilitates quality education.**
- **Since March 2020, online classes were conducted through platforms like Google classroom, Microsoft teams and zoom.**
- **The Learning Management System (Linways) in SSTM is being effectively used by students, parents and faculty members who**

are given individual login details to access.

- LMS provides platform for Course Material Distribution, Academic Audits, Attendance Marking and Report Generation, Publish marks and performance analysis, Progress Report Generation, Document Repository, Question Paper Generation and Online Feedback.
- Digital library embedded in LMS allows faculty members and students to access learning materials anywhere at any time even in the time of pandemic.
- The Institution subscribes to licenced e-resource packages like EBSCO, DELNET etc.
- Online platforms are also used to provide mentoring sessions, placement trainings as well as guidance for projects.
- All students and faculty members are issued individual e-mail ids under the institutional domain, which is used for all official communications.
- A well-maintained college website and dedicated pages in social media like Facebook and Instagram informs the day-to-day activities in campus.
- The institution also has a YouTube channel which is extensively used to broadcast invited talks and webinars.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

62

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

63

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

21

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

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

2.4.3.1 - Total experience of full-time teachers

282

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

- **The Institution has a transparent and robust system for conducting Internal Evaluation.**
- **The Internal Examination Guidelines are provided to students initially in the Manual of Policies.**
- **The guidelines and norms provided by the University is implemented through a rubrics.**
- **The Final Consolidated Internal Marks are tabulated with the Assignments, Internal Exams and Attendance Percentage as per guidelines of the University.**
- **All departments prepare schedule and time table of internal examinations based on the academic calendar as per the discussion in monthly faculty meetings.**
- **Internal Examinations are conducted both at the mid andthe end of the semester.**
- **Thetimetable is intimated to studentsfrom office at least 7 days before the commencement of examination.**
- **Students are expected to adhere to the deadlines for various assessments.**
- **Late submissions are not encouraged except for those on medical grounds.**
- **Scores of all internal assessments are published in the LMS and notice board, which can be verified by parents and students.**
- **Any discrepancies are brought to the notice of the HoD within 48 hours of publishing the results.**
- **Aftercompletion of all components of evaluation, parent's meeting is called for and the marks of the students are intimated to them on a one-to-one basis.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/1cVF54Db_ZgF6nXGQzvwPxBVrrOAquAnh/view?usp=sharing

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

The institution has student grievance committee at two levels:

Department Level: The institution forms a Grievance Redressal Committee in each department comprising of the programme co-

ordinator,senior faculty member and HoD as the chairperson at the time of grievance.This committee addresses all grievances related to the internal assessment grades of the students.

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

Process:

- Marks of each assessment is communicated to students within 10 days from the date of assessment and answer scripts are distributed.
- If a student is not satisfied with the marks awarded by the faculty, the student may appeal the same to the course faculty and later to the HoD if not resolved.
- All such representations are impartially noted and addressed fairly and justifiably.
- Both students and parents are given access to view the marks and attendance in LMS. It is also displayed on the notice boards. Any clarification is sorted out within 48 hours.

At University level, the university forms a grievance committee as per the existing norms.

- Students are entitled to apply for revaluation or scrutiny of the answer scripts as per these norms.

File Description	Documents
Any additional information	View File
Link for additional information	https://scmsgroup.org/sstm/General_Student_Grievance_Committee

2.6 - Student Performance and Learning Outcomes

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

- SCMS School of Technology & Management follows a well-defined process to develop and communicate POs and COs to teachers and students.
- On completion of subject allocation, respective faculty member prepares the course plan following the Blooms Taxonomy which

are mapped to Program Outcomes.

- There is a Curriculum workshop that is scheduled and conducted before the commencementof each semester.
- During this workshop the course plans are presented before a panel consisting of faculty, management, alumni and experts from the industry, in which contents of course plans – the objectives, outcomes, assignments, topics and other items are debated for clarity. The course outcomes and other parameters are deliberated for suitability and the suggestions received are incorporated.
- The course plan is further modified to incorporate these suggestions and these changes are entered in the modification template as a proof.
- The modified course plan along with the template is submitted for approval from the HoD and the Principal.
- Once approved, it is then communicated to the students on the first session of each course along with a briefing on various assessments and their evaluation modes.
- It is also uploaded in the LMS.
- The list of POs and COs are uploaded in college website.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://drive.google.com/file/d/1LSRwbSezBq5DA7_Vsd6Q6kGevoiNkgnn/view?usp=sharing
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

- The PO is attained through direct and indirect attainment.
- The direct attainment is through the CO attainments which are based on assessments scheduled for each courses.
- To calculate the outcome attainment level of internal assessments, a threshold level is set for the COs as an initial step.
- The percentage of students who achieve the set threshold level for each of the assessments and levels are categorized as "substantial" "moderate" and "low" based on the rubrics.
- For each internal assessment, the weighted average is used to calculate the attainment of the COs.
- A weighted average of all the internal assessments is computed to decide the attainment level.

- **The average of the total attainment is taken to measure the attainment of the COs of the total internal evaluation.**

Attainment of University results

- **After the declaration of the university examination, the percentage of students who attained CO is computed.**
- **One assumption made here is that the questions answered by the student cover all the COs defined for that course.**

Overall course outcome Attainment calculation

- **After determining the percentage of Internal and University examination course outcome percentage, the overall course outcome attainment calculation is done giving a weightage for internal examination and university examination.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1quxd8DyaT7Ytr4Vcjsg4a5tHu_EPyI9e/view?usp=sharing

2.6.3 - Pass percentage of Students during the year

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

307

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://scmsgroup.org/sstm/images/SSTM-%20ANNUALREPORT.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may

design its own questionnaire) (results and details need to be provided as a weblink)

https://scmsgroup.org/sstm/images/StudentSatisfactionSurvey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

39.2

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

3

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

4

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://scmsgroup.org/sstm/images/FundingAgencyDetails.pdf

3.2 - Innovation Ecosystem

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

1. Research Advisory Committee and Academic Research Coordinator:

SSTM has constituted a Research review committee which evaluates research proposals and articles for publication and is recommended for financial incentives.

2. Innovation &Entrepreneurship Development Cell (IEDC):

SSTM, fosters innovation and entrepreneurship through initiatives such as the incubation center. The IEDC Club at SSTM is registered with the District Industries Centre (DIC), under the Entrepreneurship Development program of the Department of Industries & Commerce (GOK, Registration no: EDC/EKM/52/18) and has been awarded an amount of Rs. towards its activities.

3. Commerce Lab:

A well-organized Commerce Lab is functional in SSTM to further familiarize students with the nuances of the commercialization process and to fuel innovation.

4. Career Counseling, Vocational courses and Placement Cell:

SSTM has the history of providing excellent placements to all the eligible students, ever since its inception in 2003. Moreover, departments of SSTM conducts annually 5 career oriented and 8 skill based courses which includes soft skills development program

conducted, NET coaching,Tally etc to name a few.

5. Drug discovery and diagnosis:

SSTM has established an Innovative project on COVID 19 Rapid and point of care diagnosis funded by BIRAC-Department of Biotechnology.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1q9xjNIjVVqtn-Wo6kDBzMrT-6g-jIcuV/view?usp=sharing

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

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

12

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://scmsgroup.org/sibb
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

33

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

8

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Keeping the responsibility to society as a core value, SSTM has organized the following extension activities.

Corporate Social Responsibility:

- Among the self financing institutions,SSTM was the first in the State that released thegirl's hostelto be used as a First Line Treatment Center for Covid-19,a Kerala Govt. initiative.Continuous medical support, food and free Wi-Fi facilities were provided for the inmates at the cost of the institution during their stay.
- 5000 Litres of hand sanitizer was prepared and distributed in neighbourhood communities, Police Station, Govt. Medical College, Panchayats and local bodies like corporation office and municipal office.

Environment:

- Environment Preservation: Several awareness programs were conducted for students to emphasize preservation of the environment. The nature club 'Nisargika' maintains a garden of medicinal plants. The idea - 'Plant a Tree' was promoted among students in association with NSS.

Women Empowerment:

- Several "awareness" and "self-defence training" programmes were coordinated by "Swara", the Women cell of SCMS.

Swachh Bharath Abhiyan:

- The institute has adapted green protocol for the campus and community.

Unnat Bharat Abhyan:

- SSTM,under UBA programme of MHRD conductedKitchen Waste Management and Best out of waste workshops and Awareness programme on Corona Virus in the five villages namely Choornikara,Edathala,Chowwara, Eloor, and Chengamanad.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1jzxeQaDKfbc9jwULyzJRLJbHz-AdLIqK/view?usp=sharing
Upload any additional information	View File

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

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

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

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

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

16

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

917

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

7

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

7

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- SCMS School of Technology and Management campus is on 5.25 acres located besides the Periyar river in Ernakulum district.
- The Institution presently has 44 well-lit and ventilated ICT enabled classrooms as well as five seminar halls, two of them are air conditioned and a smart classroom.
- A central library in the campus where students are permitted to refer and borrow books from a total of 37, 992 books, 100 journals and 75 magazines.
- The Institution has separate departmental libraries which is well stacked with university prescribed textbooks, 19, 017 reference books and general books, 96 national and international journals, 62 magazines and 8 newspapers with 42 copies.
- The Institution has well equipped laboratories with equipment to meet the academic and research requirements.
  - Molecular Biology lab for PG practicals
  - Biotechnology Lab for UG practicals
  - Cell Culture Lab
  - Tissue Culture Lab
  - Biochemistry Lab
  - Botony Lab
  - Zoology Lab
  - Commerce Lab
  - Computer Lab
  - IoT Lab
  - Language lab
- Major Lab Equipments- Real-time PCR, Biosafety cabinets, CO2 incubator, inverted microscope,gradiant PCR, refrigerated centrifuges, spectrophotometer, UV trans illuminator, deep freezers.
- The Entrepreneurship Club of the Institution promotes entrepreneurship skills and qualities among students.
- The Institution has a Student Counselling Centre with a professional counsellor.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://scmsgroup.org/sstm/facilities

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

- **The Institution offers ample facilities for sports and games to students.**
- **The various sports facilities for indoor and outdoor games are Chess, Carroms, Table Tennis, Basketball, Badminton and Volleyball.**
- **Sports Meet is organised annually. The events are conducted both at the college premises and also at the leased premises of FACT Ground, Udyogamandel.**
- **The Institution have a full-fledged modern canteen approved by FSSAI and is headed by a F&B manager. Wholesome nutritious vegetarian and nonvegetarian food are served at a subsidised rate to cater to the needs of students, faculty and staff.**
- **A well-equipped spacious gymnasium and yoga centre is available for the students, faculty and staff manned and coached by a personal trainer with all modern facilities to maintain fitness and health.**
- **The Institution organises several cultural and management fests for students at different intervals in an academic year. An open auditorium with 7780 sq. ft is the main venue for the events.**
- **Various national and regional festivals like Onam and Christmas are conducted in the campus .**

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://scmsgroup.org/sstm/infrastructure_gallery/SSTM

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

44

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://scmsgroup.org/sstm/infrastructure_gallery/infrastructure_list/Teaching-Learning-Facilities
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

13.06

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

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

- **The Institution has a central library and 3 departmental libraries.**
- **The library is the prime learning resource of the Institution and has the best possible information resource with leading national and international journals, reference books, general books, magazines and newspapers apart from university prescribed text books. The library also has rare collection of books.**
- **E-Resource sharing is also provided to students and faculty members through EBSCO and DELNET.**

- Library hours are scheduledwithin the timetable and the students are monitored by the faculty and staff.

Library Automation Details Sl.No: Particulars Remarks 1 Name of ILMS Software Linways AMS 2 Nature of Automation Partial 3 Version 3.2 4 Year of Automation 2015

Features of Integrated Library Management System (ILMS)

- Library reports can be generated in an easy manner.
- Digital library facilities are available for faculty and students.
- E-resource sharing facility is also provided.
- New arrival notification of resources in Linways.
- Information about the online access journals and online databases are provided to the students and faculty from time to time.
- The Online Public Access Catalogue (OPAC) has been facilitated to the students, faculty and library staff.
- Libraries are open for access to students and faculty members on all days.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://scmsgroup.org/sstm/facilities

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

3.05

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

110

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

- **The Institution has a 100 mbps Internet connectivity making the campus and hostels Wi-Fi enabled.**
- **44 Classrooms are provided with LCD projectors and systems.**
- **The Institution has a total of 333 computers of which 267 machines are available for use in seven laboratories with a configuration of i3 with 4 GB RAM and 1 TB HDD. These are all connected to a central network.**
- **The Institution has introduced a thin-client lab.**
- **The campus academic process is streamlined with the help of LMS(Linways) which also has a mobile app.**
- **The Institution has 13 printers, four scanners and six Reprographic machines in addition to 44 LCD projectors in each class rooms.**
- **The Institution also has facility for video conferencing.**
- **The Institution to connect and engage the alumni has a private social network AlmaShines.**

- **The campus is a single network, protected by a Firewall Fortinet 300 C which prevents unauthorized access to our network and prevent misuse.**
- **The Institution has a strong IT policy which discourages pirated software usage in the campus and keep a constant track of software used by faculty and students.**
- **Bio metric attendance device for faculty and staff is available at various locations of Institution.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/14NqSeXY_RKc YLXKiOhq6ckaU1cCB3bbh/view?usp=share_link

4.3.2 - Number of Computers

333

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

239.28

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- **The Institution has an excellent infrastructure with well-defined guidelines as per the ISO Quality System Manual for maintaining and utilizing physical, academic and support facilities.**
- **Regular suggestions regarding upgradations and maintenance are being taken from the students,faculty and staff which is periodically reviewed.**
- **Budget is allotted annually for maintaining physical and academic support facilities**
- **The resources needed to maintain the academic, physical and support facilities are ensured by the Maintenance department.These include maintenance of lift, air conditioners, fire and safety, Water supply and Power utilization.**
- **The human resource like faculty, laboratory staff, administrative staff are recruited as per the norms.**
- **Neat and clean classrooms are allotted for every batch. The availability of furniture, electrical fittings and whiteboards is ensured round the year.**
- **For the maintenance and replenishments of infrastructure and to ensure proper functioning of the laboratory, various registers for stock, chemical consumption, instrument handling, issue and breakage are maintained.**
- **Computers in the campus are maintained by the in-house laboratory staff of the Institution.Up gradation of the software and hardware are regularly.**
- **Library updation is ensured by adding collection of books, journals and other publications yearly.**
- **MoU signed with external agencies for security and house keeping services.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/19DunRI4eqiJH9q5t8vj2M5Rh0gZSA1v5/view?usp=share_link

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

5

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

638

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	https://scmsgroup.org/sstm/images/Activities 2021.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1014

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

1014

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

153

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

65

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

21

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

9

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

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

The various committes that includes student representation are:

- **IQAC**
- **Student Council consists of elected student representatives as per the guidelines of AICTE and M.G. University.**
- **Internal Complaint Committe to combat sexual harassment, violence against women and ragging at the institution.**
- **Anti-Ragging Committe to prevent incidents of ragging in the institution.**
- **Student Grievance Redressal Committee -ensures transparency in the grievance redressal mechanism in a timely manner.**
- **NSS**
- **Nature Club - To promote environment related activities**
- **CODE Club- Club of Digital Explorers is the computer club.**
- **ABC(Articulate Better Club) - The English Club**
- **The Cultural Club of SCMS "Tarang" is in charge of all cultural activities.**
- **The Sports Committee encourages a healthy lifestyle and sportsmanship through a blend of sports, games, and exercises.**
- **The Incubation cell under IEDC enables the students to establish start-ups and supports them.**
- **Hostel and Mess Committee looks into the security, hygiene and discipline activities of the hostel on a regular basis.**
- **Swara, the Women's cell equips and empower women through seminars, workshops, training sessions etc.**
- **Students are encouraged to associate with the alumni through Alumni meets, which contribute greatly in terms of mentoring, grooming and placements.**

File Description	Documents
Paste link for additional information	https://scmsgroup.org/sstm
Upload any additional information	View File

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

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

16

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

- Enosis is the registered Alumni Association of the institution and an exclusive online portal AlmaShinesfor keeping in touch with the alumni. Alumni chapters have been established at both national and international levels andalumni meets are organized at different time spans.
- Alumni contributes takes up different roles as resource persons for technical sessions, advisors in committees, industry experts and cooperative partners in projects with our institution and add to the growth of SCMS Group of Institutions.
- The Association promotes various activities of social relevance along with the professional activities.
- The Institution has eminent alumni spread across the different parts of the world and the institution ensures that they keep

connected to the alma mater in different roles.
- The Alumni association conducts periodic meetings to chalk out their plan of action.
- The various roles and activities taken up by alumni are :-
    1. Channelizing the placement activities
    2. Conducting Placement training Sessions by the Industry Professionals
    3. Mentoring
    4. Personality Development Training Program, Confidence Building Programs and Interview Skills
    5. Social Welfare Activities such as blood donation, health awareness programs, and cleanliness drive etc.t
    6. Contributions to the learning resources of the institution like books, participation during curriculum workshops, alumni talks, handling class sessions.

File Description	Documents
Paste link for additional information	https://sstm.fourthambit.com/home/fa_community
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION

To be a socially committed centre of learning renowned for its excellence in quality higher education & research to foster holistic development of individuals.

MISSION

- **To impart inclusive quality education to aspiring younger generation through the best of teaching and learning opportunities.**
- **To discover, nurture and enhance creativity and innovation in scientific, technical and managerial competencies.**
- **To provide an enabling environment to imbibe human values in research, and community involvement. Facilitate transformational learning process to foster holistic development of students through enriched curriculum.**

True to the vision and mission which emphasises 'research, quality education and community involvement activities', the institution always strives for quality sustenance and enhancement in higher education. By providing education to a large number of female students, the institution is discharging a significant social responsibility in a creditable manner.

File Description	Documents
Paste link for additional information	https://scmsgroup.org/sstm/
Upload any additional information	View File

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

- **With a focus on the college's vision and objectives, management provided support for conducting online orientation programme for all newly admitted students.**
- **Students skill building initiatives were designed and each department provided extra add-on programmes.**
- **Management also provided support for organizing webinars and conferences in online mode.**
- **The management ensured regular and smooth conduct of classes during the pandemic through weekly meetings with the HoDs.**
- **As an institutionwith high social commitment, SSTM decided to hold hands with the community to fight aganist Covid-19 pandemic.**
- **SSTM was one among the first institution to provide its infrastructure to be converted into First Line Covid Treatment Centre.The girl's hostel in the campus premises was given out for this purpose.**
- **The college canteen provided breakfast daily to the Covid Warriors(Police workforce) in the city for12 weeks during lockdown period and peak period of Covid.**

- **The Biotechnology department of the institution prepared and distributed 5000 litres of hand sanitizer to staff,students and neighbouring communities.**
- **Management inititiated to organize a vaccine drive for teaching and non-teching staff and their immediate family members as part of the fight aganist Covid-19.**
- **The combined effort of the management, staff, students and other stakeholders have made the above possible.**

File Description	Documents
Paste link for additional information	https://scmsgroup.org/sstm/NAAC/CRITERIA6/6.2/6.2.1/2018-%20perspective%20plan%201.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- **The IQAC of the institution conducts review meeting quarterly and deploys various strategies and action plans for the overall improvement and development of the institute keeping in mind the vision and mission of the institution.**
- **As part of quality improvement, the institution started the second cycle of the NAAC accreditation process in March 2021.**
- **As response to the call during the pandemic, the institution provided the campus to be converted into First Line Treatment Centre.**
- **BBA was introduced during the academic year with affiliationto Mahatma Gandhi University.**
- **Value-added and add-on courses are provided online to students to equip them with additional skills and knowledge apart from the university prescribed syllabus.**
- **Periodical mentoring and counselling are providedto students in online mode.**
- **As part of placement activities, Personality development programmes, aptitude test training and Advanced Management Learning Programs (AMLP) are conductedonline for supporting the students to perform better in the recruitment and selection process.**
- **National and International conferences are organized by the**

institution.
- Faculty members are encouraged to attend and present papers/ articles/posters in conferences, seminars, faculty development programs, and workshops organized by reputed institutions and are sponsored by the institution to attend such programmes.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://drive.google.com/file/d/1RznPnGfk3K9 J2djMiqKf2kn9dlIZTvMJ/view?usp=share_link
Upload any additional information	View File

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

SCMS School of Technology & Management (SSTM) is an institution of the SCMS group of education institutions, under the able leadership of its founding Chairman Dr.G.P.C. Nayar. The Board of Governance(BoG) act as the apex body in formulating policies for the governance of the institution. The Governing council functions through its executive arm, the Board of Governance(BoG). The major functions of the BoG are

- Assessing the standing of the institution and its activities, and, to check its conformity with the mission of the institution.
- Integrating strategic plans and activities with organizational vision and mission.
- Exploring the scope for expansion of present activities and identifying the avenues for future growth and development of the institution.

The institution has an HR Manual which describes the policies and procedures followed in the institution. There is a well-designed organizational structure which delineates the roles and scope of work at various levels and acts as the conduit for communication and effective and efficient management of the institution. HR Manual also includes:

- Recruitment Policy
- Leave and holiday policy
- Administrative policy

- **Policy on Performance Appraisal**
- **Policy on Compensation and Benefits**
- **Policy on Employee Grievance Redressal**

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1cJLUAqeR8cv _FVxktfiFs3e1A1ewT90m/view?usp=share_link
Link to Organogram of the institution webpage	https://scmsgroup.org/sstm/NAAC/CRITERIA6/6. 2/6.2.2/OGANIZATION_CHART_SSTM.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

- **Every effort is taken to ensure that qualified candidates are appropriately designated in suitable pay scales.**

- **Yearly salary increments are ensured through the annual performance appraisal mechanism, a transparent process,**

comprising of different levels- Self appraisal, appraisal by HOD, appraisal by Principal, followed by the review by BoM.

- The institution has welfare schemes for the staff which includes statutory compliance like ESI, PF & Payment of gratuity.

- For teaching faculty, the facilities like
  - Reservation in admission for eligible wards of employees, and concession/ fee waivers for meritorious students
  - incentives for publication of papers/ research articles
  - Sponsoring for attending conferences, workshops, and FDPs
  - Ph.D. leave with pay
  - Course work leave
  - Study leave to pursue Ph.D.
  - Traveling allowance
  - Employees Provident fund
  - Maternity leaves and Medical leaves
  - Subsidized canteen

In addition to the above an annual get together of all employees and family members on 23rd January, our Founders Day fosters a sense of belongings to the employees.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1_9Ez8LIkCbW0QBp8rcFOjjC5HUEOrd4l/view?usp=share_link
Upload any additional information	View File

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

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

22

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

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

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

4

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

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

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

62

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

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

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

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

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

Part III: Appraisal by HOD

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

Part IV: Appraisal by Principal

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

Part V: Corporate Office Review:

- **The faculty member is evaluated based on individual contribution towards the institution in terms of administration and other services. The appraisal by HOD and**

the Principal is done in the presence of the concerned faculty. Student feedback is also shared with the concerned faculty during appraisal. FDPs, advanced training and participation in seminars are suggested for the faculty members based on the remarks of the HOD and the Principal.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1_9Ez8LIkCbW 0QBp8rcFOjjC5HUEOrd4l/view?usp=share_link
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

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

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1_9Ez8LIkCbW0QBp8rcFOjjC5HUEOrd4l/view?usp=share_link
Upload any additional information	View File

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

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

0.25

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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

allocated funds.

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

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1_9Ez8LIkCbW0QBp8rcFOjjC5HUEOrd4l/view?usp=share_link
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

- A number of webinars and conferences were organized in online mode as blended approach to teaching and learning was the main focus of the academic year due to the pandemic.
- The institution organized various curricular and co-curricular activities in online mode to ensure the active participation of students in institutional activities during the pandemic. Festivals like Onam, Diwali and Christmas were celebrated in online mode.
- The department of biotechnology contributed to the "Break the Chain" campaign, an initiative of Kerala state Govt, by preparing and distributing 5000 litres of hand sanitizer to various communities in the neighbourhood. Additionally, the girl's hostel in the campus premises was converted into a Covid-19 First Line Treatment Centre(FLTC) , a first of its kind, done in association with the state government.
- As part of knowledge enhancement for faculty, they were encouraged to attend online faculty development programmes as well as online courses under NPTEL. Faculty members attended 165 FDPs and 40 publications were attained in a span of one year.
- The institution initiated to organize a vaccine drive for teaching and non-teaching staff of the institute along with their family members as part of the fight against covid-19

which was conducted in June 2021.

File Description	Documents
Paste link for additional information	https://scmsgroup.org/sstm/images/IQAC%20Meeting%20Minutes%20and%20Action%20Taken%20Report%202020-21.pdf
Upload any additional information	View File

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

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

1. Curriculum Workshop

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

2. Weekly HoI Meeting

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

departments.

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

File Description	Documents
Paste link for additional information	https://scmsgroup.org/sstm/images/IQAC%20Meeting%20Minutes%20and%20Action%20Taken%20Report%202020-21.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://scmsgroup.org/sstm/images/SSTM-%20ANNUALREPORT.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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

Equal participation of girl students have been ensured by encouraging themto convene the 35 different Conferences,Seminars and IMLP programmes of the institution.

Activities conducted bySwara,the women forum of SCMS for 2020-2021 are:

1. Webinar on 'Legacy of a woman-The Cradle of Civilization' by Dr Gifty Oommen
2. Artworks competition to celebrate National Girl Child Day on 24th January,2021.
3. Webinar on POCSO ACT by Dr. Ramaya Nisal was organised by NSS Unit of SSTM.

Specific facilities provided for women in terms of the following:

- Safety and security:-Campus has CCTV camerasinstalledin every class room.The campus is very well lit. Securities are in duty at night.Ladies hostel is staffed with three full time wardens and one staff-in-chargeto ensure security for lady hostellers.
- Common Rooms:-First aid rooms are available for girls and boys separately.
- Neat and clean Rest rooms, washrooms with sanitary pad vending machines and lunch rooms are provided.
- Counseling:-A full-time student counselor is appointed to ensure theoverall developement of students. Mentoring helps to focus on the future and broaden the skills for career development.
- Separate timing provided in gym for boys and girls.

File Description	Documents
Annual gender sensitization action plan	https://scmsgroup.org/sstm/images/Awarenessprogrammeonwomenrights.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://scmsgroup.org/sstm/images/Awarenessprogrammeonwomenrights.pdf

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

D. Any 1 of the above

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

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	[View File]()

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

DEGRADABLE WASTE

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

NON- DEGRADABLE WASTE

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

PLASTIC-FREE CAMPUS

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

E-WASTE MANAGEMENT SYSTEM

The campus has an e-waste management system to collect the waste materials .These materials are sold as scrap periodically.

INCINERATOR

There is an incinerator fixed to burn wet and moist waste which

otherwise would dirty the campus

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File]()
Geo tagged photographs of the facilities	[View File]()

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File]()
Any other relevant information	[View File]()

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File]()
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	[View File]()

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	<u>View File</u>
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Policy documents and information brochures on the support to be provided	<u>View File</u>
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	<u>View File</u>

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

diversities (within 200 words).

SCMS School of Technology and Management is undertaking various initiatives in the form of celebration of days of Eminent personalities, National Festivals and special day observance along with the message given on the day helps to provide an inclusive environment by bringing students, faculty and staff, with diverse backgrounds on a single platform. On Independence Day and Republic Day, the National Flag is hoisted in the presence of the Staff and Students. These celebrations help in developing tolerance and harmony towards varied cultures, religions, linguistics and promote communal, socio-economic kinship.

The Extension and Outreach activities of SSTM both NSS and UBA ensured that students understand their community's details and identify needs and problems.

The Students and Faculty members were provided with Life Skill Training Sessions, and Drama Workshops to give prominence to experiential learning.

In addition to the programs conducted as part of Tarang – Cultural Club of SSTM, all departments organised various programmes and competitions to mark the importance of the day both in online and offline mode.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

- SCMS School of Technology and Management organizes various online and offline events and programs for inculcating in the students and staff constitutional obligations of values, rights, duties and responsibilities of the citizens.
- Institution have initiated the conduct of Dr. Pradeep. P. Thevannoor Commemorative memorial lecture series annually.
- Following are few other activities:
  - Corona Virus "What should we know about Covid 19" by Dr .Rasheeda Beegum Nodal officer, Lakshadweep.

- ○ **Webinar On POSCO ACT 2021 and stop child sexual abuse.**
- ○ **Girls Who Code (GWC) club is a program for Girl fresher's conducted during the beginning of IMCA Batch 7 [2020-21] Girls. Girls Who Code HQis the official platform for the Girls Who Code program. The objective of the club is to introduce girl students to programming.**
- ○ **As part of UBA (Unnat Bharath Abhiyan) the SSTM organized an awareness Programme on "Precautions to be taken for preventing COVID -19" at ward Kujattukara, Edathala Grama Panchayat for the residence of the village**
- **SCMS School of Technology andManagement, Organized a national webinar titled "Impression Management at Classrooms"by Dr. N Sunil Deputy Registrar,University of Kerala.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://scmsgroup.org/sstm/images/Activities2021.pdf
Any other relevant information	**Nil**

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

- **SSTM organizes National Festivals, birth and death anniversaries of great personalities of national and regional importance every year as a token of gratitude for the great achievements they have contributed to mankind. However, in view of COVID-19, such events were organised both in online and offline modes.**
- **Republic Day, Independence Day, Women's Day, World Environment Day , International Yoga Day, International Literacy Day, by involving staff and students. Annual lectures are conducted on all these special days by eminent personalities from their respective fields.**
- **Festivals like Onam and New Year are celebrated with the accompaniment of cultural events and various competitions**
- **Organized Road Safety Awareness Week**
- **Swara the women forum of SCMS organized an Artworks competition to celebrate National Girl Child Day on 24thJanuary, 2021.**
- **InternationalWomen'sDayat our Muttom Campus (SCMS Seminar hall)onMarch 8, 2021.**
- **Earth day Celebration and a talk on Environmental Degradation - With Special Reference to Kerala by Dr Sunny George, Director SCMS Water Institute.**
- **Organized activities for International day of older persons**
- **International Youth day Youth Innovation and Human Planetary Health**
- **Cultural Events Conducted during festivals days**

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

7.2 - Best Practices

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

BEST-PRACTICE-1

Title:Campus to Corporate

Objectives:

- **The Campus to Corporate Training enables the transition of the students into the corporate world.**

Context:

- **The Pandemic did not affect the Technical/ Soft skill programs and the mode of implementation was shifted to online.**

Practice:

- **Activities such as Invited Lecture Series, Technical Talks/Chai Pe Charcha, Industry Institute Interaction, Personality Development Program, IMLP, AMLPand Alumni Talks.**

Evidence of Success:

- **The training sessions, though conducted online was attended by 90% of the students.**
- **Increased placement records.**

Problems Encountered and Resources Required

- **Issues with internet blackouts affected the students.**
- **The Hands on training was the major challenge for the implementation of various tools.**

BEST-PRACTICE-2

Title:Parivarthana-A Social Reformation Initiative through Role Plays

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

Context:A social reformation initiative-Parivarthana, through which programs are conducted in schools for promoting essential awareness on most pressing social issues.

Practice:The students of SSTM prepare a street play every year on the chosen theme.

Evidence of Success:

- **The initiative brings the best out of every student of SSTM as they are given this crucial task of enacting the message out to children by working in teams.They become good listeners and responsible adults in the process.**

Problems Encountered and Resources Required

- **Though the Covid posed a lot of difficulty due to lockdowns, we shifted to online presentation of the sessions.Effectiveness is reduced to some extent.**

File Description	Documents
Best practices in the Institutional website	https://scmsgroup.org/sstm/images/InstitutionalValues.pdf
Any other relevant information	https://docs.google.com/document/d/1MDCZ_nsp14dbTHSks1UI6FV0bCEdSzI0/edit?usp=sharing&ouid=11131578163155 7207048&rtpof=true&sd=true

7.3 - Institutional Distinctiveness

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

During COVID19, SSTM has remained true to its purpose of offering a supportive environment for instilling human values in research and community involvement.

- In an effort to uphold its commitment to its goal, the institution has worked to uphold social responsibility by adopting a perceptive stance and showing compassion for those who are impacted.
- To honour Covid 19 warriors and help them financially, SSTM dedicated 10 seats from its 10 different programmes for children of government nurses and civil police officers.
- In SSTM freeship was offered to all the students who had financial crisis due to Covid and were unable to pay the tuition fee.
- Through its UBA activities in the adopted villages programmes like a seminar and free medical camp on how to stay safe and adopt preventive measure and immunity building along with medicine distribution , Students visited the Schools of adopted village and took sessions about Social Distancing, Importance of Healthy Life Style.
- Faculty research and study activities were mostly in the areas of Govt. initiatives of social inclusion like Effectiveness of Project Roshni, Impact of Numma Oonu, a free meal project, Quality of Life of Palliative Care Patients: A study of the Arogyakeralam project in Kerala.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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

- **The academic year begins with preparation of an academic calendar based on University Calendar.**
- **Faculty members are assigned courses and related academic responsibilities.**
- **The Institution in its mission to upskill students, supplements the university curriculum with 5 vocational courses, 3 value added courses, 16 add-on/ certificate programs, 8 complimentary courses, 6 mini projects, 5 simulation based workshops, 6 inhouse training programs and 6 external training programs.**
- **Curriculum workshopsare held before the commencement of every semester to ensure value additions to a course with the participation of faculty, subject experts and alumni. Continuous Internal Evaluation (CIE) is incorporated along with at least one student centric method.**
- **Internships and projects form part of the syllabus.**
- **Experiential learning, flipped class room, and hybrid courses constitute 25% of the courses.**
- **Timetables incorporate required academic sessions, assessments, and other planned activities.**
- **The faculty maintains record of topics covered in each session using LMS-Linways.**
- **Course content delivery and progress is monitored through Linwaysby respective HOD's and reviewed in monthly departmental meetings.**

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://drive.google.com/file/d/1XWY59DasJdM1lU9t4SDR_6XSicGxXhux/view?usp=share_link

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

- **As an affiliated college of Mahatma Gandhi University, Kottayam, the academic calendar of the institution is prepared in accordance with the University calendar.**
- **The calendar comprises of teaching-learning schedule, various curricular, co-curricular and extra-curricular events to be organized, holidays, tentative schedules of all examinations and other university related activities.**
- **It is approved by the principal and published on the college website at the beginning of the academic year.**
- **Timetables and schedules of internal examinations, assignments and seminars are prepared by the HoDs of respective departments in compliance with the academic calendar of the institution.**
- **The HoDs ensures implementation of the Academic Calendar regarding conduct of CIE as per the schedule in the HoI meetings.**
- **Once the internal assessment is completed, results are displayed on the notice board. It is also conveyed through LMSfor the information of students and parents. In cases of any queries, students can seek clarifications from the concerned faculty.**
- **The progress of the course is also updated by the faculty members in faculty meetings chaired by the HOD/Principal.**
- **Compliance of the calendar is reviewed on a weekly basis by the Principal during HoI meeting and the progress is reported to the Governing Council.**

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://scmsgroup.org/sstm/images/SSTM%20ACADEMIC%20CALENDAR%202020-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development	**B. Any 3 of the above**

of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

10

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

16

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

955

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

- With the view of addressing crosscutting issues relevant to Human values, Environment and sustainability, the syllabi of Mahatma Gandhi University which is followed by SSTM has incorporated 27 core courses under 10 programmes.
- Syllabi of the final year students of the UG programmes includes courses like Environmental Science and Human Rights, Environment Management and Human Rights, Environmental Economics and Human Rights and IT and Environment.
- PG programmes includes courses like Environment Management and Human Resource Management with the same purpose.
- Courses like Business Ethics and Corporate Governance, Dimensions and Methodologies of Business Studies, Cyber Security, Consumer Behaviour, Legal Environment of Business, IPR and Industrial Law helps students to gain understanding on professional ethics.
- The students are encouraged to undertakeminor projects to sensitize them to imbibe human values.
- Additionally, the university also offers elective courses like Counselling skills for Managers, Industrial Safety and Occupational Health for inculcating professional ethics and human values in students.
- As part of women empowerment, the Women's club (Swara) of SSTM arranges webinars and talks by eminent personalities on women development/awareness.
- SSTM also organises various campaigns, personality development programmes and awareness talks to address crosscutting issues which are not under the syllabi.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

15

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

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

547

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	A. All of the above

from the following stakeholders Students Teachers Employers Alumni	

File Description	Documents
URL for stakeholder feedback report	https://scmsgroup.org/sstm/images/Actiontakenreport21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://scmsgroup.org/sstm/images/StakeholderFeedbackReport.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

479

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

121

File Description	Documents
Any additional information	[View File]()
Number of seats filled against seats reserved (Data Template)	[View File]()

2.2 - Catering to Student Diversity

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

The Institution adheres to its vision and mission by providing opportunities for holistic development by adopting student differentiated learning. The various strategies adopted for the identification of learning levels of students include: -

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

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

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

- The advanced learners are provided with grade improvement sessions aiming for university ranks.
- The students are also encouraged to take up courses like NISM, NPTEL in addition to the curriculum to enhance their Curriculum Vitae.

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

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

Number of Students	Number of Teachers
1052	**63**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Curriculum Workshop ensures that one student centric method is included in course plan for experiential and participative learning. It helps the students to develop knowledge, skills, values and exposure to walks of life. Experiential learning is an engaged learning process whereby students "learn by doing" and by reflecting on the experience.

Experiential learning activities include:

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

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

- **Chai-Pe charcha**
- **Webinars**

- **MOOC Courses**
- **Group Discussions**
- **Peer to Peer learning**
- **Flipped Classrooms**

Problem solving involves problem finding, fact finding, defining the problem, idea finding, selecting and evaluating and these are administered through ? Case- study method ? Gamification ? Invited Lecturer series ? Soft Skill ? Participation in various research and Surveys ? Live Project

The above said helps the students to enrich necessary skills and enhances self-confidence.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	[https://drive.google.com/file/d/1-9546EbjT0G199nBsSG9geLNwx0sQ9V7/view?usp=sharing]()

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

- **ICT enabled multimedia teaching aids, Wi-Fi enabled campus, well equipped seminar halls and smart classrooms facilitates quality education.**
- **Since March 2020, online classes were conducted through platforms like Google classroom, Microsoft teams and zoom.**
- **The Learning Management System (Linways) in SSTM is being effectively used by students, parents and faculty members who are given individual login details to access.**
- **LMS provides platform for Course Material Distribution, Academic Audits, Attendance Marking and Report Generation, Publish marks and performance analysis, Progress Report Generation, Document Repository, Question Paper Generation and Online Feedback.**
- **Digital library embedded in LMS allows faculty members and students to access learning materials anywhere at any time even in the time of pandemic.**
- **The Institution subscribes to licenced e-resource packages like EBSCO, DELNET etc.**
- **Online platforms are also used to provide mentoring sessions, placement trainings as well as guidance for**

> projects.
> - **All students and faculty members are issued individual e-mail ids under the institutional domain, which is used for all official communications.**
> - **A well-maintained college website and dedicated pages in social media like Facebook and Instagram informs the day-to-day activities in campus.**
> - **The institution also has a YouTube channel which is extensively used to broadcast invited talks and webinars.**

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

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

2.3.3.1 - Number of mentors

62

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
Mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

63

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

21

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

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

2.4.3.1 - Total experience of full-time teachers

282

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

- **The Institution has a transparent and robust system for conducting Internal Evaluation.**
- **The Internal Examination Guidelines are provided to students initially in the Manual of Policies.**
- **The guidelines and norms provided by the University is implemented through a rubrics.**
- **The Final Consolidated Internal Marks are tabulated with the Assignments, Internal Exams and Attendance Percentage as per guidelines of the University.**
- **All departments prepare schedule and time table of internal examinations based on the academic calendar as per the discussion in monthly faculty meetings.**
- **Internal Examinations are conducted both at the mid andthe end of the semester.**
- **Thetimetable is intimated to studentsfrom office at least 7 days before the commencement of examination.**
- **Students are expected to adhere to the deadlines for various assessments.**
- **Late submissions are not encouraged except for those on medical grounds.**
- **Scores of all internal assessments are published in the LMS and notice board, which can be verified by parents and students.**
- **Any discrepancies are brought to the notice of the HoD within 48 hours of publishing the results.**
- **Aftercompletion of all components of evaluation, parent's meeting is called for and the marks of the students are intimated to them on a one-to-one basis.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://drive.google.com/file/d/1cVF54Db_ZgF6nXGQzvwPxBVrrOAquAnh/view?usp=sharing

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

The institution has student grievance committee at two levels:

Department Level: The institution forms a Grievance Redressal Committee in each department comprising of the programme co-ordinator,senior faculty member and HoD as the chairperson at the time of grievance.This committee addresses all grievances related to the internal assessment grades of the students.

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

Process:

- **Marks of each assessment is communicated to students within 10 days from the date of assessment and answer scripts are distributed.**
- **If a student is not satisfied with the marks awarded by the faculty, the student may appeal the same to the course faculty and later to the HoD if not resolved.**
- **All such representations are impartially noted and addressed fairly and justifiably.**
- **Both students and parents are given access to view the marks and attendance in LMS. It is also displayed on the notice boards. Any clarification is sorted out within 48 hours.**

At University level, the university forms a grievance committee as per the existing norms.

- **Students are entitled to apply for revaluation or scrutiny of the answer scripts as per these norms.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://scmsgroup.org/sstm/General_Student_Grievance_Committee

2.6 - Student Performance and Learning Outcomes

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

- **SCMS School of Technology & Management follows a well-defined process to develop and communicate POs and COs to teachers and students.**
- **On completion of subject allocation, respective faculty member prepares the course plan following the Blooms Taxonomy which are mapped to Program Outcomes.**
- **There is a Curriculum workshop that is scheduled and conducted before the commencementof each semester.**

- **During this workshop the course plans are presented before a panel consisting of faculty, management, alumni and experts from the industry, in which contents of course plans – the objectives, outcomes, assignments, topics and other items are debated for clarity. The course outcomes and other parameters are deliberated for suitability and the suggestions received are incorporated.**
- **The course plan is further modified to incorporate these suggestions and these changes are entered in the modification template as a proof.**
- **The modified course plan along with the template is submitted for approval from the HoD and the Principal.**
- **Once approved, it is then communicated to the students on the first session of each course along with a briefing on various assessments and their evaluation modes.**
- **It is also uploaded in the LMS.**
- **The list of POs and COs are uploaded in college website.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://drive.google.com/file/d/1LSRwbSezB q5DA7_Vsd6Q6kGevoiNkqnn/view?usp=sharing
Upload COs for all Programmes (exemplars from Glossary)	[View File](#)

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

- **The PO is attained through direct and indirect attainment.**
- **The direct attainment is through the CO attainments which are based on assessments scheduled for each courses.**
- **To calculate the outcome attainment level of internal assessments, a threshold level is set for the COs as an initial step.**
- **The percentage of students who achieve the set threshold level for each of the assessments and levels are categorized as "substantial" "moderate" and "low" based on the rubrics.**
- **For each internal assessment, the weighted average is used to calculate the attainment of the COs.**
- **A weighted average of all the internal assessments is computed to decide the attainment level.**
- **The average of the total attainment is taken to measure the attainment of the COs of the total internal evaluation.**

Attainment of University results

- **After the declaration of the university examination, the percentage of students who attained CO is computed.**
- **One assumption made here is that the questions answered by the student cover all the COs defined for that course.**

Overall course outcome Attainment calculation

- **After determining the percentage of Internal and University examination course outcome percentage, the overall course outcome attainment calculation is done giving a weightage for internal examination and university examination.**

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	[https://drive.google.com/file/d/1quxd8DyaT7Ytr4Vcjsg4a5tHu_EPyI9e/view?usp=sharing]()

2.6.3 - Pass percentage of Students during the year

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

307

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File]()
Upload any additional information	[View File]()
Paste link for the annual report	[https://scmsgroup.org/sstm/images/SSTM-%20ANNUALREPORT.pdf]()

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://scmsgroup.org/sstm/images/StudentSatisfactionSurvey.pdf]()

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

39.2

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

3

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

4

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://scmsgroup.org/sstm/images/FundingAgencyDetails.pdf

3.2 - Innovation Ecosystem

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

1. Research Advisory Committee and Academic Research Coordinator:

SSTM has constituted a Research review committee which evaluates research proposals and articles for publication and is recommended for financial incentives.

2. Innovation &Entrepreneurship Development Cell (IEDC):

SSTM, fosters innovation and entrepreneurship through initiatives such as the incubation center. The IEDC Club at SSTM is registered with the District Industries Centre (DIC), under the Entrepreneurship Development program of the Department of Industries & Commerce (GOK, Registration no: EDC/EKM/52/18) and has been awarded an amount of Rs. towards its activities.

3. Commerce Lab:

A well-organized Commerce Lab is functional in SSTM to further familiarize students with the nuances of the commercialization process and to fuel innovation.

4. Career Counseling, Vocational courses and Placement Cell:

SSTM has the history of providing excellent placements to all the eligible students, ever since its inception in 2003. Moreover, departments of SSTM conducts annually 5 career oriented and 8 skill based courses which includes soft skills development

program conducted, NET coaching,Tally etc to name a few.

5. Drug discovery and diagnosis:

SSTM has established an Innovative project on COVID 19 Rapid and point of care diagnosis funded by BIRAC-Department of Biotechnology.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/1g9xjNIjVVqtn-Wo6kDBzMrT-6g-jIcuV/view?usp=sharing

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

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

12

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://scmsgroup.org/sibb
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

33

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

8

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Keeping the responsibility to society as a core value, SSTM has organized the following extension activities.

Corporate Social Responsibility:

- **Among the self financing institutions,SSTM was the first in the State that released thegirl's hostelto be used as a First Line Treatment Center for Covid-19,a Kerala Govt. initiative.Continuous medical support, food and free Wi-Fi facilities were provided for the inmates at the cost of the institution during their stay.**
- **5000 Litres of hand sanitizer was prepared and distributed in neighbourhood communities, Police Station, Govt. Medical College, Panchayats and local bodies like corporation office and municipal office.**

Environment:

- **Environment Preservation: Several awareness programs were conducted for students to emphasize preservation of the environment. The nature club 'Nisargika' maintains a garden of medicinal plants. The idea - 'Plant a Tree' was promoted among students in association with NSS.**

Women Empowerment:

- **Several "awareness" and "self-defence training" programmes were coordinated by "Swara", the Women cell of SCMS.**

Swachh Bharath Abhiyan:

- **The institute has adapted green protocol for the campus and community.**

Unnat Bharat Abhyan:

- **SSTM,under UBA programme of MHRD conductedKitchen Waste Management and Best out of waste workshops and Awareness programme on Corona Virus in the five villages namely Choornikara,Edathala,Chowwara, Eloor, and Chengamanad.**

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1jzxeQaDKfbc9jwULyzJRLJbHz-AdLIqK/view?usp=sharing
Upload any additional information	View File

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

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

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

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

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

16

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

917

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

7

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

7

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- **SCMS School of Technology and Management campus is on 5.25 acres located besides the Periyar river in Ernakulum district.**
- **The Institution presently has 44 well-lit and ventilated ICT enabled classrooms as well as five seminar halls, two of them are air conditioned and a smart classroom.**
- **A central library in the campus where students are permitted to refer and borrow books from a total of 37, 992 books, 100 journals and 75 magazines.**
- **The Institution has separate departmental libraries which is well stacked with university prescribed textbooks, 19, 017 reference books and general books, 96 national and international journals, 62 magazines and 8 newspapers with 42 copies.**
- **The Institution has well equipped laboratories with equipment to meet the academic and research requirements.**
  - **Molecular Biology lab for PG practicals**
  - **Biotechnology Lab for UG practicals**
  - **Cell Culture Lab**
  - **Tissue Culture Lab**
  - **Biochemistry Lab**
  - **Botony Lab**
  - **Zoology Lab**
  - **Commerce Lab**
  - **Computer Lab**
  - **IoT Lab**
  - **Language lab**
- **Major Lab Equipments- Real-time PCR, Biosafety cabinets, CO2 incubator, inverted microscope,gradiant PCR, refrigerated centrifuges, spectrophotometer, UV trans illuminator, deep freezers.**
- **The Entrepreneurship Club of the Institution promotes entrepreneurship skills and qualities among students.**
- **The Institution has a Student Counselling Centre with a professional counsellor.**

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://scmsgroup.org/sstm/facilities

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

- **The Institution offers ample facilities for sports and games to students.**
- **The various sports facilities for indoor and outdoor games are Chess, Carroms, Table Tennis, Basketball, Badminton and Volleyball.**
- **Sports Meet is organised annually. The events are conducted both at the college premises and also at the leased premises of FACT Ground, Udyogamandel.**
- **The Institution have a full-fledged modern canteen approved by FSSAI and is headed by a F&B manager. Wholesome nutritious vegetarian and nonvegetarian food are served at a subsidised rate to cater to the needs of students, faculty and staff.**
- **A well-equipped spacious gymnasium and yoga centre is available for the students, faculty and staff manned and coached by a personal trainer with all modern facilities to maintain fitness and health.**
- **The Institution organises several cultural and management fests for students at different intervals in an academic year. An open auditorium with 7780 sq. ft is the main venue for the events.**
- **Various national and regional festivals like Onam and Christmas are conducted in the campus .**

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[https://scmsgroup.org/sstm/infrastructure gallery/SSTM](https://scmsgroup.org/sstm/infrastructuregallery/SSTM)

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

44

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://scmsgroup.org/sstm/infrastructure_gallery/infrastructure_list/Teaching-Learning-Facilities
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

13.06

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

- **The Institution has a central library and 3 departmental libraries.**
- **The library is the prime learning resource of the Institution and has the best possible information resource with leading national and international journals, reference books, general books, magazines and newspapers apart from university prescribed text books. The library also has rare collection of books.**
- **E-Resource sharing is also provided to students and faculty members through EBSCO and DELNET.**

- **Library hours are scheduledwithin the timetable and the students are monitored by the faculty and staff.**

Library Automation Details Sl.No: Particulars Remarks 1 Name of ILMS Software Linways AMS 2 Nature of Automation Partial 3 Version 3.2 4 Year of Automation 2015

Features of Integrated Library Management System (ILMS)

- **Library reports can be generated in an easy manner.**
- **Digital library facilities are available for faculty and students.**
- **E-resource sharing facility is also provided.**
- **New arrival notification of resources in Linways.**
- **Information about the online access journals and online databases are provided to the students and faculty from time to time.**
- **The Online Public Access Catalogue (OPAC) has been facilitated to the students, faculty and library staff.**
- **Libraries are open for access to students and faculty members on all days.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://scmsgroup.org/sstm/facilities

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

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

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

3.05

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

110

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

- **The Institution has a 100 mbps Internet connectivity making the campus and hostels Wi-Fi enabled.**
- **44 Classrooms are provided with LCD projectors and systems.**
- **The Institution has a total of 333 computers of which 267 machines are available for use in seven laboratories with a configuration of i3 with 4 GB RAM and 1 TB HDD. These are all connected to a central network.**
- **The Institution has introduced a thin-client lab.**
- **The campus academic process is streamlined with the help of LMS(Linways) which also has a mobile app.**
- **The Institution has 13 printers, four scanners and six Reprographic machines in addition to 44 LCD projectors in each class rooms.**
- **The Institution also has facility for video conferencing.**
- **The Institution to connect and engage the alumni has a private social network AlmaShines.**

- **The campus is a single network, protected by a Firewall Fortinet 300 C which prevents unauthorized access to our network and prevent misuse.**
- **The Institution has a strong IT policy which discourages pirated software usage in the campus and keep a constant track of software used by faculty and students.**
- **Bio metric attendance device for faculty and staff is available at various locations of Institution.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/14NqSeXY_RKcYLXKiOhq6ckaU1cCB3bbh/view?usp=share_link

4.3.2 - Number of Computers

333

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

239.28

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- **The Institution has an excellent infrastructure with well-defined guidelines as per the ISO Quality System Manual for maintaining and utilizing physical, academic and support facilities.**
- **Regular suggestions regarding upgradations and maintenance are being taken from the students,faculty and staff which is periodically reviewed.**
- **Budget is allotted annually for maintaining physical and academic support facilities**
- **The resources needed to maintain the academic, physical and support facilities are ensured by the Maintenance department.These include maintenance of lift, air conditioners, fire and safety, Water supply and Power utilization.**
- **The human resource like faculty, laboratory staff, administrative staff are recruited as per the norms.**
- **Neat and clean classrooms are allotted for every batch. The availability of furniture, electrical fittings and whiteboards is ensured round the year.**
- **For the maintenance and replenishments of infrastructure and to ensure proper functioning of the laboratory, various registers for stock, chemical consumption, instrument handling, issue and breakage are maintained.**
- **Computers in the campus are maintained by the in-house laboratory staff of the Institution.Up gradation of the software and hardware are regularly.**
- **Library updation is ensured by adding collection of books, journals and other publications yearly.**
- **MoU signed with external agencies for security and house keeping services.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/19DunRI4eq iJH9q5t8vj2M5Rh0gZSA1v5/view?usp=share_lin k

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

5

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

638

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to Institutional website	https://scmsgroup.org/sstm/images/Activities2021.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1014

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

1014

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent   A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

153

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

65

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

21

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

9

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The various committes that includes student representation are:

- IQAC
- Student Council consists of elected student representatives as per the guidelines of AICTE and M.G. University.
- Internal Complaint Committe to combat sexual harassment, violence against women and ragging at the institution.
- Anti-Ragging Committe to prevent incidents of ragging in the institution.
- Student Grievance Redressal Committee -ensures transparency in the grievance redressal mechanism in a timely manner.
- NSS
- Nature Club - To promote environment related activities
- CODE Club- Club of Digital Explorers is the computer club.
- ABC(Articulate Better Club) - The English Club
- The Cultural Club of SCMS "Tarang" is in charge of all cultural activities.
- The Sports Committee encourages a healthy lifestyle and sportsmanship through a blend of sports, games, and exercises.
- The Incubation cell under IEDC enables the students to establish start-ups and supports them.
- Hostel and Mess Committee looks into the security, hygiene and discipline activities of the hostel on a regular basis.
- Swara, the Women's cell equips and empower women through seminars, workshops, training sessions etc.
- Students are encouraged to associate with the alumni through Alumni meets, which contribute greatly in terms of mentoring, grooming and placements.

File Description	Documents
Paste link for additional information	https://scmsgroup.org/sstm
Upload any additional information	View File

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

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

16

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

- Enosis is the registered Alumni Association of the institution and an exclusive online portal AlmaShinesfor keeping in touch with the alumni. Alumni chapters have been established at both national and international levels andalumni meets are organized at different time spans.
- Alumni contributes takes up different roles as resource persons for technical sessions, advisors in committees, industry experts and cooperative partners in projects with our institution and add to the growth of SCMS Group of Institutions.
- The Association promotes various activities of social relevance along with the professional activities.
- The Institution has eminent alumni spread across the different parts of the world and the institution ensures

that they keep connected to the alma mater in different roles.
- The Alumni association conducts periodic meetings to chalk out their plan of action.
- The various roles and activities taken up by alumni are :-
  1. Channelizing the placement activities
  2. Conducting Placement training Sessions by the Industry Professionals
  3. Mentoring
  4. Personality Development Training Program, Confidence Building Programs and Interview Skills
  5. Social Welfare Activities such as blood donation, health awareness programs, and cleanliness drive etc.t
  6. Contributions to the learning resources of the institution like books, participation during curriculum workshops, alumni talks, handling class sessions.

File Description	Documents
Paste link for additional information	https://sstm.fourthambit.com/home/fa_community
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION

To be a socially committed centre of learning renowned for its excellence in quality higher education & research to foster holistic development of individuals.

MISSION

- **To impart inclusive quality education to aspiring younger generation through the best of teaching and learning opportunities.**
- **To discover, nurture and enhance creativity and innovation in scientific, technical and managerial competencies.**
- **To provide an enabling environment to imbibe human values in research, and community involvement. Facilitate transformational learning process to foster holistic development of students through enriched curriculum.**

True to the vision and mission which emphasises 'research, quality education and community involvement activities', the institution always strives for quality sustenance and enhancement in higher education. By providing education to a large number of female students, the institution is discharging a significant social responsibility in a creditable manner.

File Description	Documents
Paste link for additional information	https://scmsgroup.org/sstm/
Upload any additional information	View File

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

- **With a focus on the college's vision and objectives, management provided support for conducting online orientation programme for all newly admitted students.**
- **Students skill building initiatives were designed and each department provided extra add-on programmes.**
- **Management also provided support for organizing webinars and conferences in online mode.**
- **The management ensured regular and smooth conduct of classes during the pandemic through weekly meetings with the HoDs.**
- **As an institutionwith high social commitment, SSTM decided to hold hands with the community to fight aganist Covid-19 pandemic.**
- **SSTM was one among the first institution to provide its infrastructure to be converted into First Line Covid Treatment Centre.The girl's hostel in the campus premises was given out for this purpose.**

- **The college canteen provided breakfast daily to the Covid Warriors(Police workforce) in the city for12 weeks during lockdown period and peak period of Covid.**
- **The Biotechnology department of the institution prepared and distributed 5000 litres of hand sanitizer to staff,students and neighbouring communities.**
- **Management inititiated to organize a vaccine drive for teaching and non-teching staff and their immediate family members as part of the fight aganist Covid-19.**
- **The combined effort of the management, staff, students and other stakeholders have made the above possible.**

File Description	Documents
Paste link for additional information	https://scmsgroup.org/sstm/NAAC/CRITERIA6/6.2/6.2.1/2018-%20perspective%20plan%201.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- **The IQAC of the institution conducts review meeting quarterly and deploys various strategies and action plans for the overall improvement and development of the institute keeping in mind the vision and mission of the institution.**
- **As part of quality improvement, the institution started the second cycle of the NAAC accreditation process in March 2021.**
- **As response to the call during the pandemic, the institution provided the campus to be converted into First Line Treatment Centre.**
- **BBA was introduced during the academic year with affiliationto Mahatma Gandhi University.**
- **Value-added and add-on courses are provided online to students to equip them with additional skills and knowledge apart from the university prescribed syllabus.**
- **Periodical mentoring and counselling are providedto students in online mode.**

- **As part of placement activities, Personality development programmes, aptitude test training and Advanced Management Learning Programs (AMLP) are conductedonline for supporting the students to perform better in the recruitment and selection process.**
- **National and International conferences are organized by the institution.**
- **Faculty members are encouraged to attend and present papers/ articles/posters in conferences, seminars, faculty development programs, and workshops organized by reputed institutions and are sponsored by the institution to attend such programmes.**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	https://drive.google.com/file/d/1RznPnGfk3K9J2djMiqKf2kn9dlIZTvMJ/view?usp=share_link
Upload any additional information	[View File]()

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

SCMS School of Technology & Management (SSTM) is an institution of the SCMS group of education institutions, under the able leadership of its founding Chairman Dr.G.P.C. Nayar. The Board of Governance(BoG) act as the apex body in formulating policies for the governance of the institution. The Governing council functions through its executive arm, the Board of Governance(BoG). The major functions of the BoG are

- **Assessing the standing of the institution and its activities, and, to check its conformity with the mission of the institution.**
- **Integrating strategic plans and activities with organizational vision and mission.**
- **Exploring the scope for expansion of present activities and identifying the avenues for future growth and development of the institution.**

The institution has an HR Manual which describes the policies and procedures followed in the institution. There is a well-designed

organizational structure which delineates the roles and scope of work at various levels and acts as the conduit for communication and effective and efficient management of the institution. HR Manual also includes:

- Recruitment Policy
- Leave and holiday policy
- Administrative policy
- Policy on Performance Appraisal
- Policy on Compensation and Benefits
- Policy on Employee Grievance Redressal

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1cJLUAgeR8cv_FVxktfiFs3e1A1ewT90m/view?usp=share_link
Link to Organogram of the institution webpage	https://scmsgroup.org/sstm/NAAC/CRITERIA6/6.2/6.2.2/OGANIZATION_CHART_SSTM.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

- The Institution has an outstanding team of

academicians/professionals with academic excellence and practical corporate experience, facilitating comprehensive learning.

- Every effort is taken to ensure that qualified candidates are appropriately designated in suitable pay scales.

- Yearly salary increments are ensured through the annual performance appraisal mechanism, a transparent process, comprising of different levels- Self appraisal, appraisal by HOD, appraisal by Principal, followed by the review by BoM.

- The institution has welfare schemes for the staff which includes statutory compliance like ESI, PF & Payment of gratuity.

- For teaching faculty, the facilities like
    - Reservation in admission for eligible wards of employees, and concession/ fee waivers for meritorious students
    - incentives for publication of papers/ research articles
    - Sponsoring for attending conferences, workshops, and FDPs
    - Ph.D. leave with pay
    - Course work leave
    - Study leave to pursue Ph.D.
    - Traveling allowance
    - Employees Provident fund
    - Maternity leaves and Medical leaves
    - Subsidized canteen

In addition to the above an annual get together of all employees and family members on 23rd January, our Founders Day fosters a sense of belongings to the employees.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1_9Ez8LIkCbW0QBp8rcFOjjC5HUEOrd4l/view?usp=share_link
Upload any additional information	View File

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

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

22

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

4

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

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

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

62

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

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

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

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

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

Part III: Appraisal by HOD

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

Part IV: Appraisal by Principal

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

Part V: Corporate Office Review:

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

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1_9Ez8LIkCbW0QBp8rcFOjjC5HUEOrd4l/view?usp=share_link
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

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

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1_9Ez8LIkCbW0QBp8rcFOjjC5HUEOrd4l/view?usp=share_link
Upload any additional information	View File

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

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

0.25

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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

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

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1_9Ez8LIkCbW0QBp8rcFOjjC5HUEOrd4l/view?usp=share_link
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

- **A number of webinars and conferences were organized in online mode as blended approach to teaching and learning was the main focus of the academic year due to the pandemic.**
- **The institution organized various curricular and co-curricular activities in online mode to ensure the active participation of students in institutional activities during the pandemic. Festivals like Onam, Diwali and Christmas were celebrated in online mode.**
- **The department of biotechnology contributed to the "Break the Chain" campaign, an initiative of Kerala state Govt, by preparing and distributing 5000 litres of hand sanitizer to various communities in the neighbourhood. Additionally, the girl's hostel in the campus premises was converted into a Covid-19 First Line Treatment Centre(FLTC) , a first of its kind, done in association with the state government.**
- **As part of knowledge enhancement for faculty, they were encouraged to attend online faculty development programmes as well as online courses under NPTEL. Faculty members attended 165 FDPs and 40 publications were attained in a**

span of one year.

- **The institution initiated to organize a vaccine drive for teaching and non-teaching staff of the institute along with their family members as part of the fight against covid-19 which was conducted in June 2021.**

File Description	Documents
Paste link for additional information	https://scmsgroup.org/sstm/images/IQAC%20Meeting%20Minutes%20and%20Action%20Taken%20Report%202020-21.pdf
Upload any additional information	View File

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

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

1. Curriculum Workshop

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

2. Weekly HoI Meeting

- **The Pricipal(HoI) conducts review meetings on weekly basis to ensure participation of every department in activities of the institution.**
- **Progress of previous week's activities and classes are evaluated and weekly reports are collected from all departments.**
- **Additionally, activities for the upcoming week are charted out in advance. These weekly meetings ensure overall involvements of all stakeholders.**

File Description	Documents
Paste link for additional information	https://scmsgroup.org/sstm/images/IQAC%20Meeting%20Minutes%20and%20Action%20Taken%20Report%202020-21.pdf
Upload any additional information	View File

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

File Description	Documents
Paste web link of Annual reports of Institution	https://scmsgroup.org/sstm/images/SSTM-%20ANNUALREPORT.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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

Equal participation of girl students have been ensured by encouraging themto convene the 35 different Conferences,Seminars and IMLP programmes of the institution.

Activities conducted bySwara,the women forum of SCMS for 2020-2021 are:

1. Webinar on 'Legacy of a woman-The Cradle of Civilization' by Dr Gifty Oommen
2. Artworks competition to celebrate National Girl Child Day on 24th January,2021.
3. Webinar on POCSO ACT by Dr. Ramaya Nisal was organised by NSS Unit of SSTM.

Specific facilities provided for women in terms of the following:

* Safety and security:-Campus has CCTV camerasinstalledin every class room.The campus is very well lit. Securities are in duty at night.Ladies hostel is staffed with three full time wardens and one staff-in-chargeto ensure security for lady hostellers.
* Common Rooms:-First aid rooms are available for girls and boys separately.
* Neat and clean Rest rooms, washrooms with sanitary pad vending machines and lunch rooms are provided.
* Counseling:-A full-time student counselor is appointed to ensure theoverall developement of students. Mentoring helps to focus on the future and broaden the skills for career development.
* Separate timing provided in gym for boys and girls.

File Description	Documents
Annual gender sensitization action plan	https://scmsgroup.org/sstm/images/Awarenessprogrammeonwomenrights.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://scmsgroup.org/sstm/images/Awarenessprogrammeonwomenrights.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

DEGRADABLE WASTE

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

NON- DEGRADABLE WASTE

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

PLASTIC-FREE CAMPUS

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

E-WASTE MANAGEMENT SYSTEM

The campus has an e-waste management system to collect the waste materials .These materials are sold as scrap periodically.

INCINERATOR

There is an incinerator fixed to burn wet and moist waste which otherwise would dirty the campus

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: | **A. Any 4 or All of the above**

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**

3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File]
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	[View File]

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	[View File]
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	View File

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

SCMS School of Technology and Management is undertaking various initiatives in the form of celebration of days of Eminent personalities, National Festivals and special day observance along with the message given on the day helps to provide an inclusive environment by bringing students, faculty and staff, with diverse backgrounds on a single platform. On Independence Day and Republic Day, the National Flag is hoisted in the presence of the Staff and Students. These celebrations help in developing tolerance and harmony towards varied cultures, religions, linguistics and promote communal, socio-economic kinship.

The Extension and Outreach activities of SSTM both NSS and UBA ensured that students understand their community's details and identify needs and problems.

The Students and Faculty members were provided with Life Skill Training Sessions, and Drama Workshops to give prominence to experiential learning.

In addition to the programs conducted as part of Tarang – Cultural Club of SSTM, all departments organised various programmes and competitions to mark the importance of the day both in online and offline mode.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

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

- **SCMS School of Technology and Management organizes various online and offline events and programs for inculcating in the students and staff constitutional obligations of values, rights, duties and responsibilities of the citizens.**
- **Institution have initiated the conduct of Dr. Pradeep. P. Thevannoor Commemorative memorial lecture series annually.**
- **Following are few other activities:**
    - **Corona Virus "What should we know about Covid 19" by Dr .Rasheeda Beegum Nodal officer, Lakshadweep.**
    - **Webinar On POSCO ACT 2021 and stop child sexual abuse.**
    - **Girls Who Code (GWC) club is a program for Girl fresher's conducted during the beginning of IMCA Batch 7 [2020-21] Girls. Girls Who Code HQis the official platform for the Girls Who Code program. The objective of the club is to introduce girl students to programming.**
    - **As part of UBA (Unnat Bharath Abhiyan) the SSTM organized an awareness Programme on "Precautions to be taken for preventing COVID -19" at ward Kujattukara, Edathala Grama Panchayat for the residence of the village**
- **SCMS School of Technology andManagement, Organized a national webinar titled "Impression Management at Classrooms"by Dr. N Sunil Deputy Registrar,University of Kerala.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://scmsgroup.org/sstm/images/Activities2021.pdf
Any other relevant information	Nil

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

- SSTM organizes National Festivals, birth and death anniversaries of great personalities of national and regional importance every year as a token of gratitude for the great achievements they have contributed to mankind. However, in view of COVID-19, such events were organised both in online and offline modes.
- Republic Day, Independence Day, Women's Day, World Environment Day , International Yoga Day, International Literacy Day, by involving staff and students. Annual

- **lectures are conducted on all these special days by eminent personalities from their respective fields.**
- **Festivals like Onam and New Year are celebrated with the accompaniment of cultural events and various competitions**
- **Organized Road Safety Awareness Week**
- **Swara the women forum of SCMS organized an Artworks competition to celebrate National Girl Child Day on 24thJanuary, 2021.**
- **InternationalWomen'sDayat our Muttom Campus (SCMS Seminar hall)onMarch 8, 2021.**
- **Earth day Celebration and a talk on Environmental Degradation - With Special Reference to Kerala by Dr Sunny George, Director SCMS Water Institute.**
- **Organized activities for International day of older persons**
- **International Youth day Youth Innovation and Human Planetary Health**
- **Cultural Events Conducted during festivals days**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

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

BEST-PRACTICE-1

Title:Campus to Corporate

Objectives:

- **The Campus to Corporate Training enables the transition of the students into the corporate world.**

Context:

- **The Pandemic did not affect the Technical/ Soft skill programs and the mode of implementation was shifted to**

online.

Practice:

- Activities such as Invited Lecture Series, Technical Talks/Chai Pe Charcha, Industry Institute Interaction, Personality Development Program, IMLP, AMLPand Alumni Talks.

Evidence of Success:

- The training sessions, though conducted online was attended by 90% of the students.
- Increased placement records.

Problems Encountered and Resources Required

- Issues with internet blackouts affected the students.
- The Hands on training was the major challenge for the implementation of various tools.

BEST-PRACTICE-2

Title:Parivarthana-A Social Reformation Initiative through Role Plays

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

Context:A social reformation initiative-Parivarthana, through which programs are conducted in schools for promoting essential awareness on most pressing social issues.

Practice:The students of SSTM prepare a street play every year on the chosen theme.

Evidence of Success:

- The initiative brings the best out of every student of SSTM as they are given this crucial task of enacting the message out to children by working in teams.They become good listeners and responsible adults in the process.

Problems Encountered and Resources Required

- Though the Covid posed a lot of difficulty due to

lockdowns, we shifted to online presentation of the sessions.Effectiveness is reduced to some extent.

File Description	Documents
Best practices in the Institutional website	https://scmsgroup.org/sstm/images/InstitutionalValues.pdf
Any other relevant information	https://docs.google.com/document/d/1MDCZ_nsp14dbTHSks1UI6FV0bCEdSzI0/edit?usp=sharing&ouid=111315781631557207048&rtpof=true&sd=true

7.3 - Institutional Distinctiveness

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

During COVID19, SSTM has remained true to its purpose of offering a supportive environment for instilling human values in research and community involvement.

- **In an effort to uphold its commitment to its goal, the institution has worked to uphold social responsibility by adopting a perceptive stance and showing compassion for those who are impacted.**
- **To honour Covid 19 warriors and help them financially, SSTM dedicated 10 seats from its 10 different programmes for children of government nurses and civil police officers.**
- **In SSTM freeship was offered to all the students who had financial crisis due to Covid and were unable to pay the tuition fee.**
- **Through its UBA activities in the adopted villages programmes like a seminar and free medical camp on how to stay safe and adopt preventive measure and immunity building along with medicine distribution , Students visited the Schools of adopted village and took sessions about Social Distancing, Importance of Healthy Life Style.**
- **Faculty research and study activities were mostly in the areas of Govt. initiatives of social inclusion like Effectiveness of Project Roshni, Impact of Numma Oonu, a free meal project, Quality of Life of Palliative Care Patients: A study of the Arogyakeralam project in Kerala.**

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

The Plan of Action for the academic year 2021-22 includes the following:

1. **Vaccination drive to be organised so that faculty and non-teaching staff can be vaccinated before the commencement of offline classes post-covid.**
2. **All departments are to organise Conferences and workshops funded/ non-funded by government/ non-government agencies.**
3. **Atleast one International Conference to be organised by PG departments in the next academic year.**
4. **Conducting student focused academic and skills development activities.**
5. **With focus to enrich research, faculty members are to publish atleast 2 research papers in UGC Care list Journals.**
6. **To further Strengthen the ICT.**
7. **Bi-weekly meetings of HoDs with Head of the Institution(HoI) to be continued in online mode for reviewing the progress on the Plan of Action for the departments.**
8. **To have more industry academic interface so that there is more corporate participation in academics.**
9. **Conducting activities to hone the creative skills of students and provide a platform to display their creativity.**