



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		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
<b>2.Institutional status</b>		
• Affiliated /Constituent		AFFILIATED
• Type of Institution		Co-education
• Location		Rural

• Financial Status	<b>Self-financing</b>				
• Name of the Affiliating University	<b>MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA</b>				
• Name of the IQAC Coordinator	<b>Ms.A. Arsha</b>				
• Phone No.	<b>9846727807</b>				
• Alternate phone No.	<b>04842625004</b>				
• Mobile	<b>9846234713</b>				
• IQAC e-mail address	<b>sstm.iqaclead@scmsgroup.org</b>				
• Alternate Email address	<b>sstm@scmsgroup.org</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://scmsgroup.org/sstm/wp-content/uploads/2023/12/AQAR2021-22.pdf">https://scmsgroup.org/sstm/wp-content/uploads/2023/12/AQAR2021-22.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/ACADEMIC%20CALENDAR%2022-23.pdf">https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/ACADEMIC%20CALENDAR%2022-23.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 2</b>	<b>A+</b>	<b>3.44</b>	<b>2023</b>	<b>23/11/2023</b>	<b>22/11/2028</b>
<b>6.Date of Establishment of IQAC</b>			<b>26/08/2013</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SCMS School of Technology & Management	Hackathon	AICTE	2022	672000
SCMS School of Technology & Management	Training Program	KSRTC	2022	440290
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>		<a href="#">View File</a>		
<b>9. No. of IQAC meetings held during the year</b>		<b>4</b>		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>		No File Uploaded		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>		<b>No</b>		
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>				
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>				
Initiated the process for reassessment of the second cycle of NAAC accreditation. IIQA was filed and SSR was submitted as part of the process.				
Approval for IPR Cell was obtained. 19 workshops were organized by the IPR cell during the academic year.				
5 conferences, 29 workshops, seminars and FDPs were organized in				

association with IQAC.

Groundwater recharging initiatives were undertaken.

Increased the participation of students in Sports and cultural activities.

## 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
Increased the participation of students in Sports and cultural activities.	Increased the participation of students in Sports and cultural activities.
IPR Cell to be obtained and functioning	IPR Cell was sanctioned and workshops were organised as IPR initiatives.
To apply for new Programmes.	M.Sc Psychology course was sanctioned from M G University.
Conferences to be organized in association with IQAC.	5 conferences/colloquiums were organized during the academic year.
Workshops/ seminars/ Awareness programmes to be held.	29 workshops, seminars and FDPs were organized in association with IQAC.
Organize ISR activities	147 activities were organized under Institutional Social Responsibility initiatives
Faculty members to attend FDPs	All faculty members have attended at least one FDP during the academic year.

## 13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
SCMS Board of Management	24/03/2023

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

Year	Date of Submission
2022-2023	04/04/2024

**15. Multidisciplinary / interdisciplinary**

SSTM has consistently demonstrated a forward-thinking approach, adapting its policies to align with the evolving educational landscape. The institution has initiated preparations to incorporate the advantages of NEP 2020 in its true spirit and right perspective. The institution has adopted a multidisciplinary approach under the umbrella of SCMS Group of Educational Institutions. This is reflected in the diverse range of academic programs available to students, offering them a wide array of choices spanning disciplines from Commerce and Business Administration to Computer Applications, Psychology and Biotechnology. The programs are thoughtfully designed to include value-added, skill-oriented courses, enhancing students' employability and equipping them with the practical skills needed to excel in today's dynamic job market. Through this holistic approach, the institution aims to foster industry-ready graduates who are well-prepared for future challenges.

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

The affiliating university has not yet implemented the Academic Bank of Credits (ABC) as it has not adopted the National Education Policy (NEP). As a result, the transfer of student credit has not been incorporated. However, the institution has created an ABC Account, and students admitted from 2022 onward are encouraged to create their ABC accounts in preparation for future use.

**17. Skill development:**

The Internal Quality Assurance Cell (IQAC) has implemented a range of initiatives aimed at enhancing both technical and soft skills among students. Recognizing the importance of soft skills, the institution focuses on fostering competencies such as communication, teamwork, leadership, problem-solving, and time management. To develop these skills, students participate in various training programs, including Outbound Training, Personality Development Programs, Etiquette Training, Industry-Institute Interactions, and Industrial Visits. These initiatives are designed to strengthen interpersonal skills and provide students with valuable networking opportunities that may open doors to new career prospects. In addition to soft skills development, students are also equipped with technical competencies essential for their professional growth. The

institution also offers vocational training programmes, which are open to faculty and students. Mushroom cultivation, growing medicinal plants, manure making, jewellery and umbrella making, paper bag making are to name a few. Furthermore, students gain practical, hands-on experience, ensuring they develop a well-rounded skill set that prepares them to meet the demands of the industry.

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

The institution ensures the appropriate integration of the Indian Knowledge System through various initiatives, such as teaching in Indian languages, incorporating cultural elements. As part of the curriculum prescribed by the University, Indian languages like Hindi and Malayalam are made available to all students enrolled in undergraduate programs. In addition, the institution celebrates ethnic day, observes days of national importance, and promotes physical and mental well-being through yoga sessions.

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

SSTM has proactively institutionalised 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 is 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 Course Outcomes COs. A Learning Management System (Linways) is deployed to calculate the course outcome attainments. As all the courses at SSTM are affiliated with the university, the attainment levels are measured based on both the internal assessment conducted by the institution and the external assessment conducted by the university. The Course Outcomes (COs) are mapped to the Program Outcomes (POs) in the initial planning stage of the course. After each evaluation of assessments, the attainment of COs is calculated, and at the end of the program, the attainment of POs is calculated.

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

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

## Extended Profile

<b>1.Programme</b>	
1.1	<b>365</b>
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	<b>1312</b>
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2	<b>289</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>370</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>68</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	68
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	51
Total number of Classrooms and Seminar halls	
4.2	787.35
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	375
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The institute meticulously adheres to a well-defined process to ensure the efficacy of curriculum planning, delivery, and control.

The curriculum planning process involves a comprehensive analysis, taking into account educational standards, industry requisites, and the unique needs of students. The formulation of the curriculum considers desired learning outcomes, educational objectives, and the latest research in each subject area. A collaborative effort among experienced educators results in a curriculum that strikes a harmonious balance between theoretical knowledge and practical application, ensuring its relevance and engagement.

At the commencement of each academic year, an academic calendar is prepared, with faculty members assigned courses and related academic responsibilities.

Curriculum workshops play a pivotal role, where faculty present course plans that undergo scrutiny by peers, department heads, and



vetted by industry experts and alumni to ensure course plans are well-structured, engaging and aligned with the latest industry trends and practices

During the course delivery process, full-time faculty members are assigned courses based on their experience and proficiency. Additionally, adjunct or visiting faculty, along with subject-matter specialists, are selected to teach Add-on courses, bringing valuable expertise to enhance the learning experience.

Documentation and evaluation are paramount, with meticulous records maintained for all aspects of curriculum planning and delivery. These records include academic calendars, internal assessment records, course plans, lesson plans, assessment rubrics, and student performance data. This documentation serves as a crucial reference for ongoing curriculum improvements and evaluation processes, fostering collaboration among faculty members and supporting evidence-based adjustments to enhance the curriculum's overall effectiveness.

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

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

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

It is approved by the Principal and published on the college website at the beginning of the academic year. Timetables and schedules of internal examinations, assignments and seminars are prepared by the HODs of the respective departments in accordance with the academic calendar of the institution.

The progress made in the course implementation is updated by the faculty members in faculty meetings chaired by HOD/Principal.

On completion of internal assessment, results are displayed on the notice board. It is also published in LMS for the information of students and parents. In case of any queries, students can seek clarifications from the concerned faculty.

The HoDs ensure implementation of the Academic Calendar in terms of classroom sessions, conduct of CIE and all other scheduled activities and report them during the fortnightly HODs meetings .

Compliance to the Academic calendar is reviewed on a weekly basis by the Principal during HoI meeting and the progress is reported to the Governing Council.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/ACADEMICCALENDAR%202022-2023.pdf">https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/ACADEMICCALENDAR%202022-2023.pdf</a>

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

## 1.2 - Academic Flexibility

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

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

**11**

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

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****12**

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

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****989**

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

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

The Institution incorporates gender, environment, sustainability, human values, and professional ethics in its curriculum through various courses and activities. Some courses enhance professional competencies, while others promote general competencies like social

and ethical values, human values, environmental sensitivity, and social commitment, fostering holistic student development.

In the realm of professional ethics, the curriculum encompasses 15 courses dedicated to addressing ethical issues. The institution places significant emphasis on moral and ethical values as integral components of education. Through mentoring activities, faculty members actively contribute to shaping students into responsible citizens.

Gender equity is actively promoted through 5 courses focusing on gender issues, women entrepreneurship. The institute advocates for equal gender representation in leadership roles within class and college level committees, as well as in curricular and co-curricular activities. The Women's Club SWARA plays a pivotal role by organizing interactive sessions, awareness programs, and workshops featuring eminent personalities and motivational speakers.

Human values are a core focus, with 6 courses dedicated to imparting these values. Students engage in experiential learning opportunities, organizing events such as blood donation camps and health awareness programs through clubs like NSS and SWARA.

Addressing environmental concerns and sustainability, the curriculum includes 16 courses covering environmental issues, with a core course on the environment for all undergraduate programs. The institution's commitment to environmental consciousness is further demonstrated by the SSTM campus being certified as a green campus. Students participate in initiatives like save water campaigns, collection of e-waste etc fostering a sense of environmental responsibility.

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

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

32

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

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

1078

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

## 1.4 - Feedback System

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

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/Report%20of%20Analysis%20of%20Feedback%202022-23.pdf">https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/Report%20of%20Analysis%20of%20Feedback%202022-23.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/Report%20of%20Analysis%20of%20Feedback%202022-23.pdf">https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/Report%20of%20Analysis%20of%20Feedback%202022-23.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

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

546

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

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

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

289

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

## 2.2 - Catering to Student Diversity

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

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

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

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

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

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

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

Number of Students	Number of Teachers
1312	68

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

## 2.3 - Teaching- Learning Process

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

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

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

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

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

Problem solving involves problem identification, fact finding, defining the problem, idea generation, selecting an alternative and evaluation. These are administered through Case- study method, Gamification, Invited Lecture Series, Soft Skill Development and Participation in various research Surveys and Live Projects. The above said methods help the students to enrich their learning experiences and enhance self-confidence.



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

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

At SSTM, ICT enabled multimedia teaching aids, Wi-Fi enabled campus, well equipped seminar halls and smart classrooms facilitate quality education.

Online classes were conducted through platforms like Google Meet, Microsoft Teams and Zoom.

The Learning Management System (Linways) is being effectively used by students, parents and faculty members who are provided with individual login details to access. LMS provides platform for Course Material Distribution, Academic Audits, Attendance Marking and Report Generation, Publish marks and performance analysis, Progress Report Generation, Document Repository, Question Paper Generation and Online Feedback.

Digital library embedded in LMS allows faculty members and students to access learning materials at anytime from anywhere.

The Institution subscribes to licensed e-resource packages like EBSCO, DELNET etc. Online platforms are also used to provide mentoring sessions, placement training and guide students while doing projects.

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

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

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

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

#### 2.3.3.1 - Number of mentors

68

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

### 2.4 - Teacher Profile and Quality

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

68

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

#### 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

29

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

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

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

323

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

## 2.5 - Evaluation Process and Reforms

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

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

All departments prepare schedule of internal examinations based on the academic calendar.

The Internal Examination Guidelines are provided to students initially in the Manual of Policies.

The guidelines and norms provided by the University are implemented through well-defined rubrics.

The Final Consolidated Internal Marks are generated with the Assignments, Internal Exams and Attendance Percentage as per the University Guidelines.

Internal Examinations are conducted at the middle and at the end of

the semester.

The timetable is intimated to students from office at least 7 days before the commencement of examinations. Students have to adhere to the deadlines for various assessments. Late submissions of assignments are not encouraged except for those on medical grounds.

Scores of all internal assessments are published in the LMS and notice board, which can be verified by parents and students. Any discrepancies are brought to the notice of the HoD within 2 working days of publishing the results.

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

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

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

**Department Level:**

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

**College Level:**

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

**Process:**

Marks of each assessment is communicated to students within 10 days

from the date of assessment and answer scripts are distributed.

If a student is not satisfied with the marks awarded by the faculty, the student may appeal the same with the course faculty and later to the HoD if not resolved.

All such representations are impartially noted and addressed fairly and justifiably.

Both students and parents are given access to view the marks and attendance in LMS. It is also published on the notice boards. Any clarification is sorted out within 2 working days.

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

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

## 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.

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### Department Level:

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Committee comprises of the Principal, a senior faculty as

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File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/2.6.1_COPO.pdf">https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/2.6.1_COPO.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The Programme Outcome is attained through direct and indirect attainment.

The direct attainment is through the CO attainments which are based on assessments scheduled for every course.

To calculate the outcome attainment level of internal assessments, a threshold level is set as an initial step. The percentage of students who achieve the set threshold level for each of the

assessments are calculated and categorized as "substantial" "moderate" and "low" based on the rubrics.

For each internal assessment, the weighted average is used to calculate the attainment of the COs. A weighted average of all the internal assessments is computed to decide the attainment level. The average of the total attainment is taken to measure the attainment of the COs.

After the declaration of the university examination results, the percentage of students who attained CO is computed.

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

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

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

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

350

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/Annual%20Report%202022-23.pdf">https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/Annual%20Report%202022-23.pdf</a>

### 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/NAAC/aqar-2022-2023/Student%20Satisfaction%20Survey.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)

1

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

#### 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

4

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

#### 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

1



File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://booking.health2home.ae/">https://booking.health2home.ae/</a>

## 3.2 - Innovation Ecosystem

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

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

1. **Research Advisory Committee:**A Research review committee has been constituted to evaluate research proposals for receiving financial grants and recommends articles for receiving financial incentives.

2. **Innovation &Entrepreneurship Development Cell (IEDC):**SSTM fosters innovation and entrepreneurship through an incubation center. The IEDC is registered with the District Industries Centre (DIC), under the Entrepreneurship Development programme of the Department of Industries & Commerce (GOK, Registration no: EDC/EKM/52/18) and has been awarded an amount of Rupees one lakh towards its activities.

3. **Commerce Lab:**A well-organized and functional Commerce Lab familiarizes students with the nuances of the commercialization process and fuels innovation.

4. **Career Counseling, Vocational courses and Placement Cell:**SSTM has the history of providing excellent placements to all the eligible students, ever since its inception in 2003. Moreover, departments of SSTM conduct 5 career oriented and 8 skill based courses annually that includes soft skills development program, NET coaching, Tally, etc to name a few.

**Drug discovery and diagnosis:** SSTM has established an Innovative project on COVID 19 Rapid and point of care diagnosis funded by Biotechnology Industry Research Assistance Council(BIRAC)for the Department of Biotechnology.

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

### 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

18

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

### 3.3 - Research Publications and Awards

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

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

3

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

#### 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

14

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

21

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

The NSS Unit organized various activities among the residents of nearby villages.

Blood donations-SSTM has conducted Blood Donation Camps under the RAKTDAAN AMRIT MAHOTSAV scheme.

Open your eyes - SSTM organized free eye check-ups, demonstrating its dedication to promoting health awareness and community well-being.

ORGAN DONATION AWARENESS: SSTM organized an organ donation awareness session on National Organ Donation Day, aiming to educate students and faculty about the importance of organ donation and its potential to save lives."

MALINYA MUKTHA KERALAM: As part of Clean Kerala Mission, various cleaning activities are organized, including waste management, cleanliness drives, and awareness campaigns to promote a cleaner and healthier environment for all residents of Kerala.

**Hearing screening for public carrier vehicle drivers:** This initiative aims to ensure the safety of passengers and pedestrians

#### UBA activities

**Transforming education by enhancing digital reach-** Conducted skill development training programs like Microsoft Excel and Libre Office, for school students.

**Enriching Education and Play:** The generous donation of whiteboards and toys

**Clean and Green Initiative-** The donation of an incinerator to a Government Higher Secondary School (HSS)

**Reading Day:** To encourage the essential habit of reading to the society.

**Awareness Campaign on Menstrual Hygiene and Distribution of Menstrual cups.**

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

### 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

2

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

### 3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

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

147

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

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

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

1018

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

### 3.5 - Collaboration

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

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

5

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

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

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

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

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

The Institution presently has 44 well-lit and ventilated ICT enabled classrooms as well as seven 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 38, 227books, 100 journals and 75 magazines.

The Institution has separate departmental libraries which is well stacked with university prescribed textbooks, 19, 017 reference

books and general books, 96 national and international journals, 62 magazines and 8 newspapers with 42 copies.

The Institution has well equipped laboratories with equipments to meet the academic and research requirements such as

- Molecular Biology lab for PG practicals
- Biotechnology Lab for UG practicals
- Cell Culture Lab
- Tissue Culture Lab
  
- Biochemistry Lab
  
- Botony Lab
  
- Zoology Lab
  
- Commerce Lab
  
- Computer Lab
- IoT Lab Language lab

Major Lab Equipments include Real-time PCR, Biosafety cabinets, CO2 incubator, inverted microscope, gradient refrigerated centrifuges, spectrophotometer, UV trans illuminator and 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	<a href="#">View File</a>
Paste link for additional information	Nil

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

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

- They are offered both indoor and outdoor game facilities like

Chess, Carroms, Table Tennis, Basketball, Badminton, and Volleyball.

- Every year, an annual sports meet is organized for students of UG and PG separately.
- The institution has a full-fledged, FSSAI-approved modern canteen supervised by an F&B manager. Utmost care is given to serve wholesome, nutritious vegetarian and non-vegetarian cuisine to meet the requirements of the students, faculty, and staff, at a subsidized price.
- Students, faculty, and staff utilize the spacious, well-equipped gymnasium, with a yoga centre within the campus. The amenities coupled with the customized advice from the personal trainer enable them to stay healthy and zestful.
- The institution hosts numerous cultural events and management fest, giving students immense opportunities to showcase their talents. National and regional festivals like Onam and Christmas are celebrated to bring in inclusiveness and diversity. The events are held in a 7780 sq. ft open auditorium.

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

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

51

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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



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

122.05

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

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

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

The institution follows an Open Access policy allowing students and faculty members to access and use the library's rare collection of resources. It also stands out in offering e-learning resources through EBSCO and DELNET to all its members.

Every course has library hours inbuilt into its timetable. During those scheduled library hours, faculty members and the staff assist and supervise the students for better utilization of time and resource.

Features of Integrated Library Management System (ILMS) make it easy and effortless to generate reports.

Ubiquitous access to Digital library facilities for faculty and students. E-resource sharing facility is also provided.

Timely notification of the updates on the new arrivals of resources to all concerned

Prompt intimation on online databases and journals with open access to students and faculty team

The Online Public Access Catalogue (OPAC) has been facilitated to the students, faculty and library staff. The E-learning digital library enables students to access Swayam/MOOC/ NPTEL resources.

Students and faculty members have access to the library every day.

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

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

**16.01698**

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

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

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

257

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The institution's campus and hostels are Wi-Fi enabled having a 100 mbps internet connection.

- 44 classrooms are LCD mounted with other electronic accessories including systems enabling ICT.
- The Institution owns 375 computers of which 284 machines are available for use in seven laboratories with a configuration of i3 with 4 GB RAM and 1 TB HDD. All of these are connected to a network.
- The Institution has introduced a thin-client lab.
- A well-designed LMS (Linways) is in place to streamline the entire academic process which also has a mobile app. The IT infrastructure includes 13 printers, four scanners and six reprographic machines. The institution also provides a video conferencing facility.
- It deploys a private social network, AlmaShines to interact, engage and connect with its alumni.
- The campus has a single network that is secured by a Fortinet 300 C Firewall to prevent unauthorised access and usage.
- The agile, resilient and strict IT policy, forbids teachers and students from using pirated software on campus and keeps track of their usage.
- The other e-service facility is the biometric attendance device for faculty and staff which is installed at various locations.

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

#### 4.3.2 - Number of Computers

375

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

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

254.25

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The Institution has a top-notch infrastructure and an unambiguous manual of policies for using and maintaining its physical, academic and support facilities that follow the ISO Quality System Manual. It is made customary/practice to seek suggestions from students and faculty for improvement and upkeep of the system, which is periodically reviewed.

- An annual budget is set aside for maintaining the buildings and academic support facilities. The maintenance department ensures proper maintenance of the entire facility like the fire and safety, elevators, air conditioners, water and power utilization.
- The human resource department ensures the availability of the requisite number of personnel viz the faculty, laboratory and administrative staff as per the norms. Neat and tidy classrooms are allotted for every batch. Moreover, the availability of furniture and fixtures, electrical fittings, whiteboards are assessed and ensured all year round.
- The Institution follows a flawless system to assure infrastructure upkeep and replenishments by maintaining multiple registers to keep track of the stock, chemical consumption, instrument handling and issue .
- The In-house laboratory staff takes care of the maintenance of the computers as well as the timely installation and management of software and hardware respectively.
- Prompt and periodical updation of Library resources executed by adding new books, journals and publications on an annual basis.
- MoU is signed with external agencies for security and housekeeping services.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

5

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

1312

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

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

**A. All of the above**

File Description	Documents
Link to Institutional website	<a href="https://scmsgroup.org/sstm/NAAC/agar-2022-2023/5.1.3_Capacity%20Building%20.pdf">https://scmsgroup.org/sstm/NAAC/agar-2022-2023/5.1.3_Capacity%20Building%20.pdf</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

147

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

147

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

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

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

147

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

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

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

55

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

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



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

21

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

## 5.3 - Student Participation and Activities

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

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

28

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

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

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

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

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

### 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

48

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

## 5.4 - Alumni Engagement

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

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

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

- Alumni also make generous contributions to the learning resources of the institution like books, participation during curriculum workshops, alumni talk, handling sessions.

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

#### 5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The vision and mission of SSTM, focuses on quality education, research, social responsibility, and community engagement. They are effectively brought to life through the collaborative efforts of governing council, leaders, and representatives at all levels in both decision-making and operational activities.

With strong organizational support from the Board of Governors and Governing Council the principal leads the administration, assisted by the Vice Principal, administrative staff, and department heads.

The institution consistently strives for the sustenance and enhancement of quality in higher education. To maintain excellence, it undergoes accreditation processes such as NAAC, NBA, and ISO 9001:2015.

In promoting research, the institution has established recognized research centers in Biotechnology (DSIR) and Management Studies (M.G. University). Over the past 10 years, the institution has funded research projects worth more than 2 crores and filed 11 patents.

SSTM ensures transformative learning by offering students

experiential learning opportunities through internships, fieldwork, and live projects, where they can apply their knowledge in real-world settings. The establishment of the IEDC and IPR Cell further promotes innovation, creativity, and holistic development among young students.

Through various extension and outreach programs, such as "Parivarthana," "Lakshya," "Swara," etc, students are encouraged to develop a sense of social responsibility.

File Description	Documents
Paste link for additional information	<a href="https://scmsgroup.org/sstm/vision-mission">https://scmsgroup.org/sstm/vision-mission</a>
Upload any additional information	<a href="#">View File</a>

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

SSTM has adopted a decentralized and participatory governance model that ensures the operational autonomy of various key bodies:

**Governing Council:** The Governing Council is responsible for ensuring the institution operates according to its mission and objectives. It focuses on policy-making, quality control, and institutional development.

**Academic Council:** The Academic Council is responsible for maintaining high academic standards within the institution. It oversees all academic matters and ensures the relevance and rigor of programs. The responsibilities of the council include Curriculum Development, Approval of Academic Programs, Examinations and Evaluation, Faculty Development, and student support.

**IQAC:** The primary task of the IQAC, is to develop a system for conscious, consistent, and catalytic improvement in the overall performance of the institution. It is also responsible for promoting measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

**Student Council:** The Student Council helps to bridge the gap between the administration and the student body by addressing student

concerns and fostering a vibrant campus life. Responsibilities of the student council include mediation between the student body and administration, organizing events, Feedback collection, advocacy, and welfare of the student body, and promoting leadership and decision-making skills.

File Description	Documents
Paste link for additional information	<a href="https://scmsgroup.org/sstm/management/">https://scmsgroup.org/sstm/management/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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

1. Preparation of POA: Every department develops a plan of action through a discussion which includes HoD and faculty members. These plans are scrutinised in a meeting by the Principal with the HODs and IQAC along with the representation from the management to arrive at a POA for the institution for the academic year.
2. Communicate the plan: The POA is communicated effectively to all departments through meetings and email communications.
3. Assign responsibilities: The HoDs assign responsibilities to the faculty members based on the POA and this includes establishment of timelines to track progress towards the goals.
4. Develop a culture of accountability: The faculty members in charge can choose team members to implement the plan.
5. Align resources: Establishing a budget, identifying resource gaps, and investing in training and development to build the necessary skills and knowledge is done during this phase.
6. Monitor progress: Progress towards the plan's objectives are monitored continuously through bi weekly HOI meetings.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/Strategic%20Plan.pdf">https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/Strategic%20Plan.pdf</a>
Upload any additional information	No File Uploaded

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

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

1. **Developing Clear Policies:** SSTM has clear and concise policies for admission, recruitment, HR, placement, IT etc. that outline their objectives, priorities, and processes. These policies are reviewed and updated regularly to ensure that they are still relevant and effective.
2. **Streamlining Administrative Setup:** SSTM has a streamlined administrative setup that enables efficient communication, decision-making, and implementation of various policies by including appropriate staffing levels, well-defined roles and responsibilities, which are effectively communicated.
3. **Developing Appointment and Service Rules:** The HR department has developed appointment and service rules that are fair, transparent, and merit-based ensuring that the most qualified and competent applicants are appointed to key positions within the institution.
4. **Regular Monitoring and Evaluation:** Regular monitoring and evaluation of institutional performance is done by the management to identify areas where improvements can be made. Regular feedbacks are solicited from stakeholders to identify areas for improvement.

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

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/SSTM%20Organogram.pdf">https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/SSTM%20Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

- The Institution has an outstanding team of academicians/professionals with academic excellence and practical corporate experience, facilitating comprehensive learning.
- Every effort is taken to ensure that qualified candidates are appropriately designated in suitable pay scales.
- Yearly salary increments are ensured through the annual performance appraisal mechanism, a transparent process, comprising of different levels- Self appraisal, appraisal by HOD, appraisal by Principal, followed by the review by BoM.
- The institution has welfare schemes for the staff which includes statutory compliance like ESI, PF & Payment of gratuity.
  - For teaching faculty, the facilities like Reservation in admission for eligible wards of employees.



- Concession/ fee waivers for meritorious wards of employees.
- Incentives for publication of papers/ research articles
- Sponsoring for attending conferences, workshops, and FDPs
- Ph.D. leave with pay Course work leave
- Study leave to pursue Ph.D. Traveling allowance Employees Provident fund
- Maternity leaves and Medical leaves Subsidized canteen
- In addition to the above an annual get together of all employees and family members on 23rd January, our Founders Day fosters a sense of belongings to the employees.

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

### 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

57

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

19

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

30

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

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

Performance Appraisal of faculty is done every year in the month of June to review performance of previous academic year.

For a faculty on probation, the appraisal period will be from the date of joining to the date of confirmation, which is one year.

Performance Appraisal system of the institution is transparent and comprises of five levels as described below:

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

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

**Part III: Appraisal by HOD**

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

**Part IV: Appraisal by Principal**

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

**Part V: Corporate Office Review:**

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

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

**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 centralized finance department which meets the requirements of each institute.

The finance department is directly reporting to the Governing Council.

SSTM maintains institution wise separate accounting for internal control purposes.

The institute has the system of internal / concurrent auditing and the internal auditors perform the audit of accounts regularly.

The internal audit report is submitted to the Governing Council regularly which initiates corrective and preventive steps to ensure the effectiveness of accounting and the systems in operation.

The institute has a mechanism of external audit carried out by the external auditor once in every year.

The auditor verifies all the receipts, expenses bills, payments of the institute for each financial year.

Finance department ensures utmost confidentiality and at the same time transparency in governance and fund management mechanisms.

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

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

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

11.12

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

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

- The institution meets most of its financial requirements from

fee.

- Apart from the fees collected, bank loan taken by the SCMS group is also a source of fund for additional requirements wherever necessary especially in capital investment.
- The institution also undertakes research and consultancy projects which are self-reliant in its funding.
- The fee collection is done by the finance department as a centralized function.
- Adequacy of Budget Allocation: Institutions have the practise of executing budget based on the previous year's income & expenditure, business environment, previous and current business bottlenecks, availability of funding, department expenditure forecast, revenue forecast and capital expenditure forecast. The forecasted funds are distributed against expenditure head based on the functionality and necessity.
- The management team will validate the resource request
- received from the functional heads and ensure the adequacy of allocated funds.
- Adequate financial management control system is practised to ensure the utilisation of allotted funds.
- Budgetary control techniques are used to monitor the proper utilisation of funds.
- Actual expenditure against the allocated funds are monitored on a periodic basis and the reasons for variance are evaluated by the top management.
- The salary, incentives and grants, are transferred to the individual, routed through finance department.

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

## 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

During the academic year, several significant initiatives were undertaken to enhance the overall quality and development of the institution. A pivotal step was the initiation of the reassessment process for the second cycle of NAAC accreditation, marked by the filing of IIQA and submission of SSR. Additionally, the establishment of an Intellectual Property Rights (IPR) Cell garnered approval, facilitating the organization of two workshops aimed at

fostering awareness and understanding in this vital domain. Collaborating with the Internal Quality Assurance Cell (IQAC), the institution hosted a diverse array of academic events, including three conferences, four workshops, six seminars, and four Faculty Development Programs (FDPs), enriching both faculty and student learning experiences. Moreover, recognizing the importance of environmental sustainability, initiatives to recharge groundwater resources were implemented, reflecting a commitment to responsible stewardship. Furthermore, efforts were made to promote student engagement and holistic development, evident in the increased participation of students in sports and cultural activities, fostering a vibrant and inclusive campus community. These endeavors collectively underscore the institution's dedication to excellence, innovation, and holistic education.

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

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	<a href="https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/IQAC%20-%20Minutes%20and%20ATR.pdf">https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/IQAC%20-%20Minutes%20and%20ATR.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://scmsgroup.org/sstm/NAAC/agar-2022-2023/Annual%20Report%202022-23.pdf">https://scmsgroup.org/sstm/NAAC/agar-2022-2023/Annual%20Report%202022-23.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

SSTM is committed to providing a safe and equitable learning environment for all students, especially women ensuring they can pursue their education fearlessly without any discrimination. We believe in offering equal opportunities to all and fostering a culture of respect and inclusivity. To ensure this, we maintain a well-supervised campus environment that fosters active engagement in academic and co-curricular activities. We believe in empowering students by assigning roles based on their strengths and competencies. Additionally, we are committed to providing equitable access to resources for all students, regardless of gender.

The campus is equipped with a state-of-the-art security system, including 126 CCTV cameras and 24/7 security personnel. A secure main gate controls access to the campus. A full-time counselor and an Anti-Ragging Committee are available to support student well-being. The women's hostel, situated within the campus, offers a secure living space with three lady wardens. Faculty members monitor common areas during breaks to maintain a safe and respectful environment. Additionally, SSTM promotes essential life skills through initiatives undertaken by the NSS and SWARA, the Women's Cell. The campus provides a well-equipped gym with a dedicated trainer, first-aid rooms, and sanitary pad vending machines.



File Description	Documents
Annual gender sensitization action plan	<a href="https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/7.1.1Gender%20Sensitisation%20PDF.pdf">https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/7.1.1Gender%20Sensitisation%20PDF.pdf</a>
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/7.1.1%20Specific%20facilities%20provided%20for%20women.pdf">https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/7.1.1%20Specific%20facilities%20provided%20for%20women.pdf</a>

**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**

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

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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**

**SSTM's 5-acre green campus on the banks of the Periyar River, committed to sustainability and the 6 R's (Rethink, Refuse, Reduce, Reuse, Recycle, and Repair) are maintained through regular audits and a dedicated janitorial staff.**

#### **Waste Management**

- **Segregation at Source:** Separate bins are used to segregate solid waste into paper, plastic, degradable, and e-waste.
- **Degradable Waste Management:** Plant cuttings are composted, and food waste is sent to a nearby piggery.
- **Plastic-Free Campus:** The institution collaborates with Haritha Karma Sena to manage plastic waste. Students create eco-friendly bags, and a pen recycling initiative is in place.

- **E-Waste Policy:** The college has a robust E-Waste Policy and annual contracts with suppliers to ensure seamless reverse logistics for the safe disposal of electronic waste.
- **Conducting waste audits -** Analysing the type and quantity of waste generated and ensuring that the collected e-waste is processed and dismantled in compliance with state and government regulations.

**Campus Initiatives**

- **Gandhi Jayanthi and Campus Cleaning.**

**Community Engagement**

- **SSTM conducts community surveys to assess plastic waste management practices in the local community.**
- 
- **Conducts workshops and discussions on sustainable waste management practices.**

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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**

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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**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**

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
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 Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

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

**5.**

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

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).

**Inclusivity is a core value of SSTM, reflected in policies and practices that foster tolerance, harmony, and respect for diverse backgrounds. Awareness of the code of conduct is emphasised in the student induction program. To sensitise students and faculty members, commemorative days are celebrated on and off campus .**

Various activities are organised in association with local self governing bodies, hospitals, NGOs, schools, and other entities, fostering social unity. Students also engage with eminent personalities to build tolerance values.

Institutional efforts for providing an inclusive environment:

#### Cultural and Regional

- Kerala Piravi celebration
- Onam Celebrations
- Christmas Celebration
- Ethnic Day Celebration

#### Linguistic

- Reading day celebration
- Essay Writing Competition

#### Socio-Economic and other Diversities

- Planting Medicinal Plants
- Drug-Free India Campaign
- Online Cyber Security
- Female Health and Hygiene
- Memory Walk 2022
- Awareness Session on Blood Cancer and the Need for Lifesavers
- Quiz Competition on Anti-Drug Campaign
- Blood Donation Camp
- WE CARE Campaign
- Drug Abuse Awareness Session

- Survey on Plastic Waste Management at Choornikkara
- Drug Abuse Awareness Rally
- Free Eye Checkup Camp
- Nature Study Camp, Vazhachal Forest
- Old Age Home and Orphanage Visits

These activities instil inclusivity, teaching students to value others irrespective of differences.

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

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

**Interactive sessions with Experts:** Discuss fundamental rights, duties, and directive principles of state policy with students.

**Volunteer at local governing bodies :** Volunteer at local government bodies like Panchayats and Municipalities to directly engage with community needs and contribute to positive social change.

**Civic Consciousness through National Day Celebrations:** SSTM's celebration of National days, including Independence Day, Republic Day, National Constitutional Day, and Environment Day, plays a crucial role in sensitising students and employees to their constitutional obligations. These events foster a deeper understanding of the nation's history, its democratic values, and the responsibilities of citizens. By engaging in cultural programs, participants gain insights into their rights, duties, and the importance of active citizenship.

**NSS activities :** NSS activities promote a sense of social responsibility, encouraging volunteers to actively participate in addressing social issues. By organizing awareness campaigns and workshops, NSS volunteers educate the community about their rights

and responsibilities, promoting civic engagement.

**Foster Scientific Temperament:** SSTM leverages technology in various ways to promote scientific temperament in students. Online courses and workshops on scientific methods, critical thinking, and logical reasoning are organized. The institution encourages students to participate in Science Fairs, Coding Competitions, Research Projects and Hackathons.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/1qanQRC3uFlZHK8G_2hXTFKOh1JOBTX1D/view?usp=sharing">https://drive.google.com/file/d/1qanQRC3uFlZHK8G_2hXTFKOh1JOBTX1D/view?usp=sharing</a>
Any other relevant information	Nil

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

**4. Annual awareness programmes on Code of Conduct are organized**

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

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

**SSTM actively engaged in diverse initiatives during the academic year.**

- **Environmental Sustainability:** Celebrated World Environment Day by organising activities like planting medicinal herbs and paper pen crafting.
- **Health and Wellness:** Conducted International Yoga Day and a Blood Donation Camp.
- **National Pride:** Celebrated Independence Day and Kargil Vijay Diwas.
- **Social Awareness:** Organized Cyber Security and Blood Cancer Awareness sessions, and community outreach campaigns like WE CARE and a human chain against drug abuse.
- **Community Empowerment:** Donated computers to nearby schools as a part of Digital Literacy Day.
- **Women Empowerment:** Celebrated Women's Day to encourage women to pursue their dreams and aspirations. Recognised the contributions of women in various fields from science to arts and politics. To promote menstrual health, the institution distributed menstrual cups free of charge to students.
- **Celebrating Cultural Diversity:** Celebrated festivals like Onam and Christmas, to create a sense of unity and joy within the community. An "Ethnic Day" was organized to foster pride in India's rich cultural heritage among students.
- **Vigilance Week** was observed to raise awareness about corruption and encourage people to report corrupt practices. This helps to mould responsible citizens.
- **National Sports Day** was observed to promote sports and physical fitness among the youth.

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



## 7.2 - Best Practices

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

### Best Practice 1 : Parivarthana: Empowering Youth through Social Awareness

Parivarthana - The annual outreach program of SSTM, tackles pressing social issues affecting local school students. Through skits, roleplays, and flash mobs, the program raises awareness and inspires students to take action. Parivarthana empowers youth on two levels:

- **Leadership and Responsibility:** Students gain awareness and develop leadership skills to become active changemakers.
- **Combating Social Challenges:** By addressing critical issues, Parivarthana equips students to confront societal problems.

This program fosters empathy, communication skills, and civic duty, preparing students for real-world challenges.

### Best Practice 2 Unnathi: A Roadmap for Continuous Improvement

Unnathi drives performance improvement and cultural change at SSTM. Departments create strategic plans focused on student expectations, stakeholder needs, and quality improvement. Key areas include academics, faculty development, and governance. This process utilises stakeholder feedback to inform priorities and action plans.

Unnathi's Three Phases:

1. **Identification (Abhigyan):** Select activities aligned with strategic goals.
2. **Integration (Ekikaran):** Formulate yearly action plans focused on growth.
3. **Audit Process (Aankalan):** Monitor progress through regular reviews and audits.

Unnathi's structured approach leads to success in areas like:

- Improved student placements

- Enhanced academic performance
- Increased faculty development
- Higher adoption of digital tools
- Increased research and entrepreneurship

File Description	Documents
Best practices in the Institutional website	<a href="https://scmsgroup.org/sstm/NAAC/agar-2022-2023/BestPractices22-23.pdf">https://scmsgroup.org/sstm/NAAC/agar-2022-2023/BestPractices22-23.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

#### Lakshya: A Model for Community Engagement

Lakshya is a distinctive initiative that embodies the institution's commitment to social responsibility by empowering students to share their knowledge and skills with underprivileged communities. Theoretical sessions are conducted in respective schools while the practical lab sessions are held at SSTM campus.

#### Key Features of Lakshya:

- **Skill Development:** The program focuses on enhancing the employability skills of students from government schools, specifically targeting final-year students.
- **Mentorship and Guidance:** SSTM students serve as mentors, providing expert guidance and training to the school students.
- **Community Impact:** By imparting valuable skills, Lakshya contributes to the overall development of the community and creates a positive social impact.
- **Institutional Social Responsibility:** This initiative reinforces SSTM's commitment to social responsibility and

community engagement, making it a model for other institutions.

By actively engaging in such initiatives, SSTM not only fulfills its social responsibility but also enriches the learning experience of its students. Participating in Lakshya enhances communication skills, teamwork, and leadership abilities while fostering networking opportunities and cultural competence. Lakshya stands as a testament to the institution's dedication to creating a positive impact on society. Lakshya co-creates values for both students and teachers.

## 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

The institute meticulously adheres to a well-defined process to ensure the efficacy of curriculum planning, delivery, and control.

The curriculum planning process involves a comprehensive analysis, taking into account educational standards, industry requisites, and the unique needs of students. The formulation of the curriculum considers desired learning outcomes, educational objectives, and the latest research in each subject area. A collaborative effort among experienced educators results in a curriculum that strikes a harmonious balance between theoretical knowledge and practical application, ensuring its relevance and engagement.

At the commencement of each academic year, an academic calendar is prepared, with faculty members assigned courses and related academic responsibilities.

Curriculum workshops play a pivotal role, where faculty present course plans that undergo scrutiny by peers, department heads, and vetted by industry experts and alumni to ensure course plans are well-structured, engaging and aligned with the latest industry trends and practices

During the course delivery process, full-time faculty members are assigned courses based on their experience and proficiency. Additionally, adjunct or visiting faculty, along with subject-matter specialists, are selected to teach Add-on courses, bringing valuable expertise to enhance the learning experience.

Documentation and evaluation are paramount, with meticulous records maintained for all aspects of curriculum planning and delivery. These records include academic calendars, internal assessment records, course plans, lesson plans, assessment rubrics, and student performance data. This documentation serves as a crucial reference for ongoing curriculum improvements and evaluation processes, fostering collaboration among faculty members and supporting evidence-based adjustments to enhance the

curriculum's overall effectiveness.

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

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

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

It is approved by the Principal and published on the college website at the beginning of the academic year. Timetables and schedules of internal examinations, assignments and seminars are prepared by the HODs of the respective departments in accordance with the academic calendar of the institution.

The progress made in the course implementation is updated by the faculty members in faculty meetings chaired by HOD/Principal.

On completion of internal assessment, results are displayed on the notice board. It is also published in LMS for the information of students and parents. In case of any queries, students can seek clarifications from the concerned faculty.

The HoDs ensure implementation of the Academic Calendar in terms of classroom sessions, conduct of CIE and all other scheduled activities and report them during the fortnightly HODs meetings .

Compliance to the Academic calendar is reviewed on a weekly basis by the Principal during HoI meeting and the progress is reported to the Governing Council.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/ACADEMICCALENDAR%202022-2023.pdf">https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/ACADEMICCALENDAR%202022-2023.pdf</a>

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

**B. Any 3 of the above**

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

## 1.2 - Academic Flexibility

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

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

11

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

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

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

12

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

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

989

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

**1.3 - Curriculum Enrichment**

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

The Institution incorporates gender, environment, sustainability, human values, and professional ethics in its curriculum through various courses and activities. Some courses enhance professional competencies, while others promote general competencies like social and ethical values, human values, environmental sensitivity, and social commitment, fostering holistic student development.

In the realm of professional ethics, the curriculum encompasses 15 courses dedicated to addressing ethical issues. The institution places significant emphasis on moral and ethical values as integral components of education. Through mentoring activities, faculty members actively contribute to shaping students into responsible citizens.

Gender equity is actively promoted through 5 courses focusing on

gender issues, women entrepreneurship. The institute advocates for equal gender representation in leadership roles within class and college level committees, as well as in curricular and co-curricular activities. The Women's Club SWARA plays a pivotal role by organizing interactive sessions, awareness programs, and workshops featuring eminent personalities and motivational speakers.

Human values are a core focus, with 6 courses dedicated to imparting these values. Students engage in experiential learning opportunities, organizing events such as blood donation camps and health awareness programs through clubs like NSS and SWARA.

Addressing environmental concerns and sustainability, the curriculum includes 16 courses covering environmental issues, with a core course on the environment for all undergraduate programs. The institution's commitment to environmental consciousness is further demonstrated by the SSTM campus being certified as a green campus. Students participate in initiatives like save water campaigns, collection of e-waste etc fostering a sense of environmental responsibility.

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

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

32



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

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

**1078**

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

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>

File Description	Documents
URL for stakeholder feedback report	<a href="https://scmsgroup.org/sstm/NAAC/agar-2022-2023/Report%20of%20Analysis%20of%20Feedback%202022-23.pdf">https://scmsgroup.org/sstm/NAAC/agar-2022-2023/Report%20of%20Analysis%20of%20Feedback%202022-23.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://scmsgroup.org/sstm/NAAC/agar-2022-2023/Report%20of%20Analysis%20of%20Feedback%202022-23.pdf">https://scmsgroup.org/sstm/NAAC/agar-2022-2023/Report%20of%20Analysis%20of%20Feedback%202022-23.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

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

546

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

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

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

289

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

## 2.2 - Catering to Student Diversity

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

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

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

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

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

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

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

Number of Students	Number of Teachers
1312	68

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

### 2.3 - Teaching- Learning Process

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

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

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

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

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

Problem solving involves problem identification, fact finding, defining the problem, idea generation, selecting an alternative and evaluation. These are administered through Case- study method, Gamification, Invited Lecture Series, Soft Skill Development and Participation in various research Surveys and Live Projects. The above said methods help the students to enrich their learning experiences and enhance self-confidence.

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

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

At SSTM, ICT enabled multimedia teaching aids, Wi-Fi enabled campus, well equipped seminar halls and smart classrooms facilitate quality education.

Online classes were conducted through platforms like Google Meet, Microsoft Teams and Zoom.

The Learning Management System (Linways) is being effectively used by students, parents and faculty members who are provided with individual login details to access. LMS provides platform for Course Material Distribution, Academic Audits, Attendance Marking and Report Generation, Publish marks and performance analysis, Progress Report Generation, Document Repository, Question Paper Generation and Online Feedback.

Digital library embedded in LMS allows faculty members and students to access learning materials at anytime from anywhere.

The Institution subscribes to licensed e-resource packages like EBSCO, DELNET etc. Online platforms are also used to provide mentoring sessions, placement training and guide students while doing projects.

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

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

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

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

#### 2.3.3.1 - Number of mentors

68

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

### 2.4 - Teacher Profile and Quality

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

68

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

#### 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

29

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

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

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

323

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

## 2.5 - Evaluation Process and Reforms

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

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

**All departments prepare schedule of internal examinations based on the academic calendar.**

**The Internal Examination Guidelines are provided to students initially in the Manual of Policies.**

**The guidelines and norms provided by the University are implemented through well-defined rubrics.**

**The Final Consolidated Internal Marks are generated with the Assignments, Internal Exams and Attendance Percentage as per the University Guidelines.**

Internal Examinations are conducted at the middle and at the end of the semester.

The timetable is intimated to students from office at least 7 days before the commencement of examinations. Students have to adhere to the deadlines for various assessments. Late submissions of assignments are not encouraged except for those on medical grounds.

Scores of all internal assessments are published in the LMS and notice board, which can be verified by parents and students. Any discrepancies are brought to the notice of the HoD within 2 working days of publishing the results.

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

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

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

**Department Level:**

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

**College Level:**

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

**Process:**



Marks of each assessment is communicated to students within 10 days from the date of assessment and answer scripts are distributed.

If a student is not satisfied with the marks awarded by the faculty, the student may appeal the same with the course faculty and later to the HoD if not resolved.

All such representations are impartially noted and addressed fairly and justifiably.

Both students and parents are given access to view the marks and attendance in LMS. It is also published on the notice boards. Any clarification is sorted out within 2 working days.

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

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

## 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.

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

Department Level:

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

College Level:

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

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Marks of each assessment is communicated to students within 10 days from the date of assessment and answer scripts are distributed.

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://scmsgroup.org/sstm/NAAC/agar-2022-2023/2.6.1_COPO.pdf">https://scmsgroup.org/sstm/NAAC/agar-2022-2023/2.6.1_COPO.pdf</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The Programme Outcome is attained through direct and indirect attainment.

The direct attainment is through the CO attainments which are based on assessments scheduled for every course.

To calculate the outcome attainment level of internal assessments, a threshold level is set as an initial step. The percentage of students who achieve the set threshold level for each of the assessments are calculated and categorized as "substantial" "moderate" and "low" based on the rubrics.

For each internal assessment, the weighted average is used to calculate the attainment of the COs. A weighted average of all the internal assessments is computed to decide the attainment level. The average of the total attainment is taken to measure the attainment of the COs.

After the declaration of the university examination results, the percentage of students who attained CO is computed.

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

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

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

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

350

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://scmsgroup.org/sstm/NAAC/agar-2022-2023/Annual%20Report%202022-23.pdf">https://scmsgroup.org/sstm/NAAC/agar-2022-2023/Annual%20Report%202022-23.pdf</a>

**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/NAAC/aqar-2022-2023/Student%20Satisfaction%20Survey.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)**

1

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

**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**

4

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

**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**

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://booking.health2home.ae/">https://booking.health2home.ae/</a>

### 3.2 - Innovation Ecosystem

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

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

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

**Drug discovery and diagnosis:** SSTM has established an Innovative project on COVID 19 Rapid and point of care diagnosis funded by

### Biotechnology Industry Research Assistance Council (BIRAC) for the Department of Biotechnology.

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

### 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

18

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

### 3.3 - Research Publications and Awards

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

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

3

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

#### 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**

14

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

21

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.4 - Extension Activities**

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

The NSS Unit organized various activities among the residents of nearby villages.

Blood donations-SSTM has conducted Blood Donation Camps under the RAKTDAAN AMRIT MAHOTSAV scheme.

Open your eyes - SSTM organized free eye check-ups, demonstrating its dedication to promoting health awareness and community well-being.

ORGAN DONATION AWARENESS: SSTM organized an organ donation awareness session on National Organ Donation Day, aiming to educate students and faculty about the importance of organ donation and its potential to save lives."

**MALINYA MUKTHA KERALAM:** As part of Clean Kerala Mission, various cleaning activities are organized, including waste management, cleanliness drives, and awareness campaigns to promote a cleaner and healthier environment for all residents of Kerala.

**Hearing screening for public carrier vehicle drivers:** This initiative aims to ensure the safety of passengers and pedestrians

**UBA activities**

**Transforming education by enhancing digital reach-** Conducted skill development training programs like Microsoft Excel and Libre Office, for school students.

**Enriching Education and Play:** The generous donation of whiteboards and toys

**Clean and Green Initiative-** The donation of an incinerator to a Government Higher Secondary School (HSS)

**Reading Day:** To encourage the essential habit of reading to the society.

**Awareness Campaign on Menstrual Hygiene and Distribution of Menstrual cups.**

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

**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**

2



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

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

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

147

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

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

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

1018

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

<b>3.5 - Collaboration</b>	
<b>3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year</b>	
<b>3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year</b>	
5	
<b>File Description</b>	<b>Documents</b>
e-copies of related Document	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>
<b>3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year</b>	
<b>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</b>	
5	
<b>File Description</b>	<b>Documents</b>
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>
<b>INFRASTRUCTURE AND LEARNING RESOURCES</b>	
<b>4.1 - Physical Facilities</b>	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
SSTMcampus is on 5.25 acres of land located besides the Periyar river in Ernakulum district.	

The Institution presently has 44 well-lit and ventilated ICT enabled classrooms as well as seven 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 38, 227 books, 100 journals and 75 magazines.

The Institution has separate departmental libraries which is well stocked with university prescribed textbooks, 19, 017 reference books and general books, 96 national and international journals, 62 magazines and 8 newspapers with 42 copies.

The Institution has well equipped laboratories with equipments to meet the academic and research requirements such as

- Molecular Biology lab for PG practicals
- Biotechnology Lab for UG practicals
- Cell Culture Lab
- Tissue Culture Lab
  
- Biochemistry Lab
  
- Botony Lab
  
- Zoology Lab
  
- Commerce Lab
  
- Computer Lab
- IoT Lab Language lab

Major Lab Equipments include Real-time PCR, Biosafety cabinets, CO2 incubator, inverted microscope, gradient refrigerated centrifuges, spectrophotometer, UV trans illuminator and 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	<a href="#">View File</a>
Paste link for additional information	Nil

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

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

- They are offered both indoor and outdoor game facilities like Chess, Carroms, Table Tennis, Basketball, Badminton, and Volleyball.
- Every year, an annual sports meet is organized for students of UG and PG separately.
- The institution has a full-fledged, FSSAI-approved modern canteen supervised by an F&B manager. Utmost care is given to serve wholesome, nutritious vegetarian and non-vegetarian cuisine to meet the requirements of the students, faculty, and staff, at a subsidized price.
- Students, faculty, and staff utilize the spacious, well-equipped gymnasium, with a yoga centre within the campus. The amenities coupled with the customized advice from the personal trainer enable them to stay healthy and zestful.
- The institution hosts numerous cultural events and management fest, giving students immense opportunities to showcase their talents. National and regional festivals like Onam and Christmas are celebrated to bring in inclusiveness and diversity. The events are held in a 7780 sq. ft open auditorium.

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

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

51

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

122.05

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

#### 4.2 - Library as a Learning Resource

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

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

The institution follows an Open Access policy allowing students and faculty members to access and use the library's rare collection of resources. It also stands out in offering e-learning resources through EBSCO and DELNET to all its members.

Every course has library hours inbuilt into its timetable. During

those scheduled library hours, faculty members and the staff assist and supervise the students for better utilization of time and resource.

Features of Integrated Library Management System (ILMS) make it easy and effortless to generate reports.

Ubiquitous access to Digital library facilities for faculty and students. E-resource sharing facility is also provided.

Timely notification of the updates on the new arrivals of resources to all concerned

Prompt intimation on online databases and journals with open access to students and faculty team

The Online Public Access Catalogue (OPAC) has been facilitated to the students, faculty and library staff. The E-learning digital library enables students to access Swayam/MOOC/ NPTEL resources.

Students and faculty members have access to the library every day.

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

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

16.01698

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

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

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

257

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The institution's campus and hostels are Wi-Fi enabled having a100 mbps internet connection.

- 44 classrooms are LCD mounted with other electronic accessories including systems enabling ICT.
- The Institution owns 375 computers of which 284 machines are available for use in seven laboratories with a configuration of i3 with 4 GB RAM and 1 TB HDD. All of these are connected to a network.
- The Institution has introduced a thin-client lab.
- A well-designed LMS (Linways) is in place to streamline the entire academic process which also has a mobile app. The IT infrastructure includes 13 printers, four scanners and six reprographic machines. The institution also provides a

video conferencing facility.

- It deploys a private social network, AlmaShines to interact, engage and connect with its alumni.
- The campus has a single network that is secured by a Fortinet 300 C Firewall to prevent unauthorised access and usage.
- The agile, resilient and strict IT policy, forbids teachers and students from using pirated software on campus and keeps track of their usage.
- The other e-service facility is the biometric attendance device for faculty and staff which is installed at various locations.

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

#### 4.3.2 - Number of Computers

375

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

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)



254.25

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The Institution has a top-notch infrastructure and an unambiguous manual of policies for using and maintaining its physical, academic and support facilities that follow the ISO Quality System Manual. It is made customary/practice to seek suggestions from students and faculty for improvement and upkeep of the system, which is periodically reviewed.

- An annual budget is set aside for maintaining the buildings and academic support facilities. The maintenance department ensures proper maintenance of the entire facility like the fire and safety, elevators, air conditioners, water and power utilization.
- The human resource department ensures the availability of the requisite number of personnel viz the faculty, laboratory and administrative staff as per the norms. Neat and tidy classrooms are allotted for every batch. Moreover, the availability of furniture and fixtures, electrical fittings, whiteboards are assessed and ensured all year round.
- The Institution follows a flawless system to assure infrastructure upkeep and replenishments by maintaining multiple registers to keep track of the stock, chemical consumption, instrument handling and issue .
- The In-house laboratory staff takes care of the maintenance of the computers as well as the timely installation and management of software and hardware respectively.
- Prompt and periodical updation of Library resources executed by adding new books, journals and publications on an annual basis.
- MoU is signed with external agencies for security and housekeeping services.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
<b>STUDENT SUPPORT AND PROGRESSION</b>	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
5	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
1312	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

<p><b>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</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

File Description	Documents
Link to Institutional website	<a href="https://scmsgroup.org/sstm/NAAC/agar-2022-2023/5.1.3_Capacity%20Building%20.pdf">https://scmsgroup.org/sstm/NAAC/agar-2022-2023/5.1.3_Capacity%20Building%20.pdf</a>
Any additional information	<p><b>No File Uploaded</b></p>
Details of capability building and skills enhancement initiatives (Data Template)	<p><a href="#">View File</a></p>

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

**147**

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

**147**

File Description	Documents
Any additional information	<p><a href="#">View File</a></p>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<p><a href="#">View File</a></p>

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	
<b>147</b>	
File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
<b>55</b>	
File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
Details of student progression to higher education	<a href="#">View File</a>
<b>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)</b>	

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

**5.3 - Student Participation and Activities**

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

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

28

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

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

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

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

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

**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**

48

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

#### 5.4 - Alumni Engagement

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

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

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

- Alumni also make generous contributions to the learning resources of the institution like books, participation during curriculum workshops, alumni talk, handling sessions.

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

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The vision and mission of SSTM, focuses on quality education, research, social responsibility, and community engagement. They are effectively brought to life through the collaborative efforts of governing council, leaders, and representatives at all levels in both decision-making and operational activities.

With strong organizational support from the Board of Governors and Governing Council the principal leads the administration, assisted by the Vice Principal, administrative staff, and department heads.

The institution consistently strives for the sustenance and enhancement of quality in higher education. To maintain excellence, it undergoes accreditation processes such as NAAC, NBA, and ISO 9001:2015.

In promoting research, the institution has established recognized research centers in Biotechnology (DSIR) and Management Studies (M.G. University). Over the past 10 years, the institution has funded research projects worth more than 2 crores and filed 11 patents.



SSTM ensures transformative learning by offering students experiential learning opportunities through internships, fieldwork, and live projects, where they can apply their knowledge in real-world settings. The establishment of the IEDC and IPR Cell further promotes innovation, creativity, and holistic development among young students.

Through various extension and outreach programs, such as "Parivarthana," "Lakshya," "Swara," etc, students are encouraged to develop a sense of social responsibility.

File Description	Documents
Paste link for additional information	<a href="https://scmsgroup.org/sstm/vision-mission">https://scmsgroup.org/sstm/vision-mission</a>
Upload any additional information	<a href="#">View File</a>

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

SSTM has adopted a decentralized and participatory governance model that ensures the operational autonomy of various key bodies:

**Governing Council:** The Governing Council is responsible for ensuring the institution operates according to its mission and objectives. It focuses on policy-making, quality control, and institutional development.

**Academic Council:** The Academic Council is responsible for maintaining high academic standards within the institution. It oversees all academic matters and ensures the relevance and rigor of programs. The responsibilities of the council include Curriculum Development, Approval of Academic Programs, Examinations and Evaluation, Faculty Development, and student support.

**IQAC:** The primary task of the IQAC, is to develop a system for conscious, consistent, and catalytic improvement in the overall performance of the institution. It is also responsible for promoting measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

**Student Council:** The Student Council helps to bridge the gap between the administration and the student body by addressing student concerns and fostering a vibrant campus life. Responsibilities of the student council include mediation between the student body and administration, organizing events, Feedback collection, advocacy, and welfare of the student body, and promoting leadership and decision-making skills.

File Description	Documents
Paste link for additional information	<a href="https://scmsgroup.org/sstm/management/">https://scmsgroup.org/sstm/management/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

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

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

1. **Preparation of POA:** Every department develops a plan of action through a discussion which includes HoD and faculty members. These plans are scrutinised in a meeting by the Principal with the HODs and IQAC along with the representation from the management to arrive at a POA for the institution for the academic year.
2. **Communicate the plan:** The POA is communicated effectively to all departments through meetings and email communications.
3. **Assign responsibilities:** The HoDs assign responsibilities to the faculty members based on the POA and this includes establishment of timeline to track progress towards the goals.
4. **Develop a culture of accountability:** The faculty members in charge can choose team members to implement the plan.
5. **Align resources:** Establishing a budget, identifying resource gaps, and investing in training and development to build the necessary skills and knowledge is done during this phase.
6. **Monitor progress:** Progress towards the plan's objectives are monitored continuously through bi weekly HOI meetings.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://scmsgroup.org/sstm/NAAC/agar-2022-2023/Strategic%20Plan.pdf">https://scmsgroup.org/sstm/NAAC/agar-2022-2023/Strategic%20Plan.pdf</a>
Upload any additional information	No File Uploaded

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

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

1. **Developing Clear Policies:** SSTM has clear and concise policies for admission, recruitment, HR, placement, IT etc. that outline their objectives, priorities, and processes. These policies are reviewed and updated regularly to ensure that they are still relevant and effective.
2. **Streamlining Administrative Setup:** SSTM has a streamlined administrative setup that enables efficient communication, decision-making, and implementation of various policies by including appropriate staffing levels, well-defined roles and responsibilities, which are effectively communicated.
3. **Developing Appointment and Service Rules:** The HR department has developed appointment and service rules that are fair, transparent, and merit-based ensuring that the most qualified and competent applicants are appointed to key positions within the institution.
4. **Regular Monitoring and Evaluation:** Regular monitoring and evaluation of institutional performance is done by the management to identify areas where improvements can be made. Regular feedbacks are solicited from stakeholders to identify areas for improvement.

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

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://scmsgroup.org/sstm/NAAC/agar-2022-2023/SSTM%20Organogram.pdf">https://scmsgroup.org/sstm/NAAC/agar-2022-2023/SSTM%20Organogram.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

- The Institution has an outstanding team of academicians/professionals with academic excellence and practical corporate experience, facilitating comprehensive learning.
- Every effort is taken to ensure that qualified candidates are appropriately designated in suitable pay scales.
- Yearly salary increments are ensured through the annual performance appraisal mechanism, a transparent process, comprising of different levels- Self appraisal, appraisal by HOD, appraisal by Principal, followed by the review by BoM.
- The institution has welfare schemes for the staff which includes statutory compliance like ESI, PF & Payment of gratuity.
  - For teaching faculty, the facilities like Reservation

in admission for eligible wards of employees.

- Concession/ fee waivers for meritorious wards of employees.
  - Incentives for publication of papers/ research articles
  - Sponsoring for attending conferences, workshops, and FDPs
  - Ph.D. leave with pay Course work leave
  - Study leave to pursue Ph.D. Traveling allowance Employees Provident fund
  - Maternity leaves and Medical leaves Subsidized canteen
- In addition to the above an annual get together of all employees and family members on 23rd January, our Founders Day fosters a sense of belongings to the employees.

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

### **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**

57

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

19

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

30

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

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

Performance Appraisal of faculty is done every year in the month of June to review performance of previous academic year.

For a faculty on probation, the appraisal period will be from the

date of joining to the date of confirmation, which is one year.

Performance Appraisal system of the institution is transparent and comprises of five levels as described below:

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

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

**Part III: Appraisal by HOD**

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

**Part IV: Appraisal by Principal**

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

**Part V: Corporate Office Review:**

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

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

## 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 centralized finance department which meets the requirements of each institute.

The finance department is directly reporting to the Governing Council.

SSTM maintains institution wise separate accounting for internal control purposes.

The institute has the system of internal / concurrent auditing and the internal auditors perform the audit of accounts regularly.

The internal audit report is submitted to the Governing Council regularly which initiates corrective and preventive steps to ensure the effectiveness of accounting and the systems in operation.

The institute has a mechanism of external audit carried out by the external auditor once in every year.

The auditor verifies all the receipts, expenses bills, payments of the institute for each financial year.

Finance department ensures utmost confidentiality and at the same time transparency in governance and fund management mechanisms.

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

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

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

11.12



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

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

- The institution meets most of its financial requirements from fee.
- Apart from the fees collected, bank loan taken by the SCMS group is also a source of fund for additional requirements wherever necessary especially in capital investment.
- The institution also undertakes research and consultancy projects which are self-reliant in its funding.
- The fee collection is done by the finance department as a centralized function.
- Adequacy of Budget Allocation: Institutions have the practise of executing budget based on the previous year's income & expenditure, business environment, previous and current business bottlenecks, availability of funding, department expenditure forecast, revenue forecast and capital expenditure forecast. The forecasted funds are distributed against expenditure head based on the functionality and necessity.
- The management team will validate the resource request received from the functional heads and ensure the adequacy of allocated funds.
- Adequate financial management control system is practised to ensure the utilisation of allotted funds.
- Budgetary control techniques are used to monitor the proper utilisation of funds.
- Actual expenditure against the allocated funds are monitored on a periodic basis and the reasons for variance are evaluated by the top management.
- The salary, incentives and grants, are transferred to the individual, routed through finance department.

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

## 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

During the academic year, several significant initiatives were undertaken to enhance the overall quality and development of the institution. A pivotal step was the initiation of the reassessment process for the second cycle of NAAC accreditation, marked by the filing of IIQA and submission of SSR. Additionally, the establishment of an Intellectual Property Rights (IPR) Cell garnered approval, facilitating the organization of two workshops aimed at fostering awareness and understanding in this vital domain. Collaborating with the Internal Quality Assurance Cell (IQAC), the institution hosted a diverse array of academic events, including three conferences, four workshops, six seminars, and four Faculty Development Programs (FDPs), enriching both faculty and student learning experiences. Moreover, recognizing the importance of environmental sustainability, initiatives to recharge groundwater resources were implemented, reflecting a commitment to responsible stewardship. Furthermore, efforts were made to promote student engagement and holistic development, evident in the increased participation of students in sports and cultural activities, fostering a vibrant and inclusive campus community. These endeavors collectively underscore the institution's dedication to excellence, innovation, and holistic education.

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

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	<a href="https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/IOAC%20-%20Minutes%20and%20ATR.pdf">https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/IOAC%20-%20Minutes%20and%20ATR.pdf</a>
Upload any additional information	<a href="#">View File</a>

<p><b>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)</b></p>	<p><b>A. All of the above</b></p>
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://scmsgroup.org/sstm/NAAC/agar-2022-2023/Annual%20Report%202022-23.pdf">https://scmsgroup.org/sstm/NAAC/agar-2022-2023/Annual%20Report%202022-23.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

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

SSTM is committed to providing a safe and equitable learning environment for all students, especially women ensuring they can pursue their education fearlessly without any discrimination. We believe in offering equal opportunities to all and fostering a culture of respect and inclusivity. To ensure this, we maintain a well-supervised campus environment that fosters active engagement in academic and co-curricular activities. We believe in empowering students by assigning roles based on their strengths and competencies. Additionally, we are committed to providing equitable access to resources for all students, regardless of gender.

The campus is equipped with a state-of-the-art security system, including 126 CCTV cameras and 24/7 security personnel. A secure main gate controls access to the campus. A full-time counselor and an Anti-Ragging Committee are available to support student

well-being. The women's hostel, situated within the campus, offers a secure living space with three lady wardens. Faculty members monitor common areas during breaks to maintain a safe and respectful environment. Additionally, SSTM promotes essential life skills through initiatives undertaken by the NSS and SWARA, the Women's Cell. The campus provides a well-equipped gym with a dedicated trainer, first-aid rooms, and sanitary pad vending machines.

File Description	Documents
Annual gender sensitization action plan	<a href="https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/7.1.1Gender%20Sensitisation%20PDF.pdf">https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/7.1.1Gender%20Sensitisation%20PDF.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/7.1.1%20Specific%20facilities%20provided%20for%20women.pdf">https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/7.1.1%20Specific%20facilities%20provided%20for%20women.pdf</a>

**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**

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

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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**

**SSTM's 5-acre green campus on the banks of the Periyar River, committed to sustainability and the 6 R's (Rethink, Refuse, Reduce, Reuse, Recycle, and Repair) are maintained through regular audits and a dedicated janitorial staff.**

#### **Waste Management**

- Segregation at Source: Separate bins are used to segregate**

solid waste into paper, plastic, degradable, and e-waste.

- **Degradable Waste Management:** Plant cuttings are composted, and food waste is sent to a nearby piggery.
- **Plastic-Free Campus:** The institution collaborates with Haritha Karma Sena to manage plastic waste. Students create eco-friendly bags, and a pen recycling initiative is in place.
- **E-Waste Policy:** The college has a robust E-Waste Policy and annual contracts with suppliers to ensure seamless reverse logistics for the safe disposal of electronic waste.
- **Conducting waste audits -** Analysing the type and quantity of waste generated and ensuring that the collected e-waste is processed and dismantled in compliance with state and government regulations.

#### Campus Initiatives

- Gandhi Jayanthi and Campus Cleaning.

#### Community Engagement

- SSTM conducts community surveys to assess plastic waste management practices in the local community.
- 
- Conducts workshops and discussions on sustainable waste management practices.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

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

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

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

<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the</b>	<b>A. Any 4 or all of the above</b>

**following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

**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).**



Inclusivity is a core value of SSTM, reflected in policies and practices that foster tolerance, harmony, and respect for diverse backgrounds. Awareness of the code of conduct is emphasised in the student induction program. To sensitise students and faculty members, commemorative days are celebrated on and off campus . Various activities are organised in association with local self governing bodies, hospitals, NGOs, schools, and other entities, fostering social unity. Students also engage with eminent personalities to build tolerance values.

Institutional efforts for providing an inclusive environment:

#### Cultural and Regional

- Kerala Piravi celebration
- Onam Celebrations
- Christmas Celebration
- Ethnic Day Celebration

#### Linguistic

- Reading day celebration
- Essay Writing Competition

#### Socio-Economic and other Diversities

- Planting Medicinal Plants
- Drug-Free India Campaign
- Online Cyber Security
- Female Health and Hygiene
- Memory Walk 2022
- Awareness Session on Blood Cancer and the Need for Lifesavers

- Quiz Competition on Anti-Drug Campaign
- Blood Donation Camp
- WE CARE Campaign
- Drug Abuse Awareness Session
- Survey on Plastic Waste Management at Choornikkara
- Drug Abuse Awareness Rally
- Free Eye Checkup Camp
- Nature Study Camp, Vazhachal Forest
- Old Age Home and Orphanage Visits

These activities instil inclusivity, teaching students to value others irrespective of differences.

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

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

**Interactive sessions with Experts: Discuss fundamental rights, duties, and directive principles of state policy with students.**

**Volunteer at local governing bodies :** Volunteer at local government bodies like Panchayats and Municipalities to directly engage with community needs and contribute to positive social change.

**Civic Consciousness through National Day Celebrations:** SSTM's celebration of National days, including Independence Day, Republic Day, National Constitutional Day, and Environment Day, plays a crucial role in sensitising students and employees to their constitutional obligations. These events foster a deeper

understanding of the nation's history, its democratic values, and the responsibilities of citizens. By engaging in cultural programs, participants gain insights into their rights, duties, and the importance of active citizenship.

**NSS activities :** NSS activities promote a sense of social responsibility, encouraging volunteers to actively participate in addressing social issues. By organizing awareness campaigns and workshops, NSS volunteers educate the community about their rights and responsibilities, promoting civic engagement.

**Foster Scientific Temperament:** SSTM leverages technology in various ways to promote scientific temperament in students. Online courses and workshops on scientific methods, critical thinking, and logical reasoning are organized. The institution encourages students to participate in Science Fairs, Coding Competitions, Research Projects and Hackathons.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/1qanQRC3uF1ZHK8G_2hXTFKOh1JOBTX1D/view?usp=sharing">https://drive.google.com/file/d/1qanQRC3uF1ZHK8G_2hXTFKOh1JOBTX1D/view?usp=sharing</a>
Any other relevant information	Nil

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

**A. All of the above**

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

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

SSTM actively engaged in diverse initiatives during the academic year.

- **Environmental Sustainability:** Celebrated World Environment Day by organising activities like planting medicinal herbs and paper pen crafting.
- **Health and Wellness:** Conducted International Yoga Day and a Blood Donation Camp.
- **National Pride:** Celebrated Independence Day and Kargil Vijay Diwas.
- **Social Awareness:** Organized Cyber Security and Blood Cancer Awareness sessions, and community outreach campaigns like WE CARE and a human chain against drug abuse.
- **Community Empowerment:** Donated computers to nearby schools as a part of Digital Literacy Day.
- **Women Empowerment:** Celebrated Women's Day to encourage women to pursue their dreams and aspirations. Recognised the contributions of women in various fields from science to arts and politics. To promote menstrual health, the institution distributed menstrual cups free of charge to students.
- **Celebrating Cultural Diversity:** Celebrated festivals like Onam and Christmas, to create a sense of unity and joy within the community. An "Ethnic Day" was organized to foster pride in India's rich cultural heritage among

students.

- Vigilance Week was observed to raise awareness about corruption and encourage people to report corrupt practices. This helps to mould responsible citizens.
- National Sports Day was observed to promote sports and physical fitness among the youth.

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

## 7.2 - Best Practices

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

### Best Practice 1 : Parivarthana: Empowering Youth through Social Awareness

Parivarthana - The annual outreach program of SSTM, tackles pressing social issues affecting local school students. Through skits, roleplays, and flash mobs, the program raises awareness and inspires students to take action. Parivarthana empowers youth on two levels:

- **Leadership and Responsibility:** Students gain awareness and develop leadership skills to become active changemakers.
- **Combating Social Challenges:** By addressing critical issues, Parivarthana equips students to confront societal problems.

This program fosters empathy, communication skills, and civic duty, preparing students for real-world challenges.

### Best Practice 2 Unnathi: A Roadmap for Continuous Improvement

Unnathi drives performance improvement and cultural change at SSTM. Departments create strategic plans focused on student expectations, stakeholder needs, and quality improvement. Key areas include academics, faculty development, and governance. This process utilises stakeholder feedback to inform priorities and action plans.

**Unnathi's Three Phases:**

1. Identification (Abhigyan): Select activities aligned with strategic goals.
2. Integration (Ekikaran): Formulate yearly action plans focused on growth.
3. Audit Process (Aaankalan): Monitor progress through regular reviews and audits.

Unnathi's structured approach leads to success in areas like:

- Improved student placements
- Enhanced academic performance
- Increased faculty development
- Higher adoption of digital tools
- Increased research and entrepreneurship

File Description	Documents
Best practices in the Institutional website	<a href="https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/BestPractices22-23.pdf">https://scmsgroup.org/sstm/NAAC/aqar-2022-2023/BestPractices22-23.pdf</a>
Any other relevant information	Nil

**7.3 - Institutional Distinctiveness**

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

### Lakshya: A Model for Community Engagement

Lakshya is a distinctive initiative that embodies the institution's commitment to social responsibility by empowering students to share their knowledge and skills with underprivileged communities. Theoretical sessions are conducted in respective schools while the practical lab sessions are held at SSTM campus.

#### Key Features of Lakshya:

- **Skill Development:** The program focuses on enhancing the employability skills of students from government schools, specifically targeting final-year students.
- **Mentorship and Guidance:** SSTM students serve as mentors, providing expert guidance and training to the school students.
- **Community Impact:** By imparting valuable skills, Lakshya contributes to the overall development of the community and creates a positive social impact.
- **Institutional Social Responsibility:** This initiative reinforces SSTM's commitment to social responsibility and community engagement, making it a model for other institutions.

By actively engaging in such initiatives, SSTM not only fulfills its social responsibility but also enriches the learning experience of its students. Participating in Lakshya enhances communication skills, teamwork, and leadership abilities while fostering networking opportunities and cultural competence. Lakshya stands as a testament to the institution's dedication to creating a positive impact on society. Lakshya co-creates values for both students and teachers.

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

#### 7.3.2 - Plan of action for the next academic year

SSTM will establish a larger incubation center to foster a

culture of innovation and entrepreneurship, providing resources and mentorship for student startups. To enhance student well-being, we will implement heartfulness and wellness sessions through hands-on training and workshops, focusing on mental health and mindfulness.

We will promote innovation through research-driven initiatives and technology-focused programs, encouraging collaboration between faculty and students on cutting-edge projects. Sustainability will be a priority, with social outreach programs designed to engage students in community service that emphasizes environmental awareness.

To foster leadership, we will organize expert talks and industry interactions, providing students with insights from leaders across various fields. Skill enhancement will be achieved through the introduction of certification courses, skill-based training, and course-oriented workshops tailored to career readiness.

To improve placement opportunities for undergraduate students, we will strengthen partnerships with industry and enhance career services, conducting regular placement drives and workshops on resume building and interview skills. Additionally, we will enhance fitness and healthcare facilities on campus, promoting a holistic approach to student health and wellness through diverse health programs and fitness activities.