



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution	SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
Name of the head of the Institution	Dr. G Sashikumar
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	04842625004
Mobile no.	9847189238
Registered Email	sashikumar@scmsgroup.org
Alternate Email	sstm@scmsgroup.org
Address	SCMS School of Technology and Management, Muttom PO
City/Town	Aluva
State/UT	Kerala
Pincode	683106

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Susan Abraham
Phone no/Alternate Phone no.	04842625004
Mobile no.	9495114276
Registered Email	iqac.sstm@gmail.com
Alternate Email	sstm@scmsgroup.org

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://scmsgroup.org/sstm/images/AQAR%202016-17.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://scmsgroup.org/sstm/images/ACADEMIC%20CALENDAR%20June%20%202017%20to%20May%202018%20(2).pdf

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

6. Date of Establishment of IQAC	26-Aug-2013
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7. Internal Quality Assurance System

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

IQAC		
IQAC Meeting	22-Aug-2017 1	10
IQAC Meeting	14-Dec-2017 1	11
IQAC Meeting	14-Feb-2018 1	9
IQAC Meeting	15-May-2018 1	14
Academic Audit	26-Feb-2018 15	6
ISO Periodic Audit	27-Feb-2018 2	11
AQAR - of previous year submitted	09-Apr-2018 1	6
NBA work in progress	09-Apr-2018 90	1
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NA	Nil	2018 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Academic Audit was done once in the current year

Alumni Association formation was initiated

Placement related training programmes were initiated

Programmes related to Academic Quality Enhancement were organised

Extension activities were initiated

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

Plan of Action	Achivements/Outcomes
Alumni engagement	Alumni Association was formed and registered in March 2018 and has 334 members. Alumni Chapter meets were organised
Faculty publications	Faculty have published in UGC and SCOPUS Journals.
Conferences	Faculty participated in Conferences held internally and externally
Career Counselling	Placement training and Career Counselling were provided for final year students of all departments by internal faculty and external agencies
Personality Development Programme	Students of all Departments were provided PDP by external agencies
Faculty Development Programme	AICTE sponsored FDP on Data Science and Decision Making Processes was organised for two weeks. Workshop on writing Effective Course Objectives Awareness on NPTEL courses Guidelines for mentoring sessions Learnercentered Approach to Teachers
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
SCMS Board of Management	29-Dec-2018

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

No

assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	20-Mar-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Linways Academic Management System is the Management Information System of the Institution. Teaching Learning module, Library module, HR module and Admissions module are operational. Linways is used as a medium of communication between management, faculty and students.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The curriculum given by the Mahatma Gandhi University, Kottayam is implemented in the Institution. Each faculty member handling a course prepares a comprehensive and detailed course plan consisting of course description, objectives, expected outcomes, pedagogy, evaluation scheme, detailed session plan, description of assignments and recommended books. Department-level Workshops are organised to present each course plan during which internal subject experts suggest modifications to the course plan. After incorporating the changes, course plans are approved by the respective HODs and sanctioned by the Principal. The approved course plan is uploaded on the Linways (Learning Management System of the Institution). The course plan is also presented to the students in the class by the faculty on the first day of the course. During the semester, as the faculty completes a topic, it is recorded on the back side of the attendance record along with the date of completion. This record is reviewed twice in a semester to check for compliance with the approved course plan.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Personnel Management and Industrial Relations (MBA 14 Sem)	Nil	05/07/2017	60	Employability	Technical

3)	Retail Business Management (MBA 14 Sem 3)	Nil	05/07/2017	60	Employability	Technical
	NISM (MBA 14 Sem 3)	nil	05/07/2017	60	Employability	Technical
	Project Management (DDMCA B2 Sem6)	nil	12/10/2017	2	Employability	Technical
	PHP Workshop (MCA) PHP Workshop (MCA)	nil	06/03/2018	2	Employability	Technical
	GST (B.Com)	nil	02/07/2017	2	Employability	Technical
	Application of PCR Tools on Molecular studies - (B.Sc students)	nil	01/10/2017	180	Employability	Technical

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NIL	31/05/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Finance and Taxation	29/07/2017
BCom	Computer Application	29/07/2017

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

	Certificate	Diploma Course
Number of Students	97	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Commodities Market	10/07/2017	44
Professional Selling	10/07/2017	48
HR Analytics	10/07/2017	11
Project Management	10/07/2017	16

Financial Reporting	27/12/2017	58
Customer Relationship Marketing	27/12/2017	42
Competency Mapping	27/12/2017	13
Tally (B com)	05/06/2017	104
Hedge	13/11/2017	104
Tally (BA)	05/06/2017	9
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MBA	Summer Internship Project (Semester four)	118
BCom	Project work semester six	104
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

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

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MBA	MBA	120	369	85
MCA	MCA	60	3	0

Integrated (PG)	DDMCA	60	47	47
MSc	M Sc	20	15	2
BSc	BSc	24	53	20
BCom	Bcom	130	352	118
BA	BA	40	12	5
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	143	134	24	42	6

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
59	52	17	25	11	17

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The Institution has a well-designed mentoring system for the students to help them overcome inhibitions, fear and build self-confidence. Each faculty (mentor) is allotted 10 students. Mentoring sessions are incorporated into the weekly time table. During the sessions, deep underlying issues that are drivers of low levels of motivation, low self-esteem or poor performance are resolved to a certain degree through group activities, games, motivational talks and advice under the guidance of faculty mentor. After every internal examination, a review is performance is done by the mentors and additional academic help is offered to the mentees. Faculty members are available to students outside the stipulated class hours. Academically weak students are provided with remedial classes. The College also has an online platform through which the students contact their mentors and seek academic, personal and psycho-social support. The students can login with their unique login ID's and get in touch with their respective mentors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
277	59	1 : 5

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
65	66	3	8	21

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Ms. Catherine Mary Mathew	Assistant Professor	Post Graduate Diploma in Customer Relationship Management from Symbiosis centre for Distance Learning
2017	Mr. Manu Melwin Joy	Assistant Professor	Approved Reviewer for SCOPUS Indexed journal - Emerald Journal of Personnel Review (ISSN: 0048-3484)
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MBA	MBA 13	4	15/09/2017	03/01/2018
MBA	MBA 14	2	19/06/2017	19/04/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

MBA: The M G University changed the Continuous Internal Evaluation (CIE) system for the Course. Out of the 40 marks for CIE, 24 marks were allotted to Tests 12 marks for Assignments and 4 marks for Class Participation. In line with the changes, the Institution designed a new test question paper pattern for CIE: Part A- 5 marks, Part B - 10 marks. Mid-term question paper: Part A - 5 short answers of 2 marks each, Part B - 2 answers of 5 marks each and Part C - 10 marks (total 30 marks). The Model Examination pattern is the same as the final University question paper: Part A - short answer (5 out of 8) (30 marks), Part B - Paragraph answer (2 out of 4) (20 marks) and Part C - Compulsory answer (10 marks). The awareness about the evaluation process is given through the website, orientation programmes and in the beginning of the course itself. Notice boards display the schedule of the evaluation process. The Internal examination monitoring Cell and Principal ensure the effective implementation and transparency of the evaluation process. B.Sc: The revised regulation for B.Sc Botany Biotechnology course effective from June 2017 had the new CIE system. For theory papers with practical, the CIE marks is 15, theory papers without practical is 20 marks. Internal assessment of practical is 10. Two internal examinations for theory and one examination for practical were made compulsory. B.Com: As per university regulations, a student has to score 30 of 20 marks to pass the CIE.

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

The Institution follows the Academic Calendar framed by the University. The Institution prepares an Annual Calendar indicating working days, holidays, Internal examination days and University examination days. The Annual calendar is followed for the conduct of classes, exams and other activities.

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
	BCom	Taxation and CA	104	50	48
	BSc	Botany and Biotechnology	14	12	85.71
	MSc	Molecular Biology and GE	12	12	100
	MCA	mca	28	18	64.3
	MBA	mba	117	44	37.61
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2.7 – Student Satisfaction Survey

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

[https://scmsgroup.org/sstm/images/SSTM%20Student%20Satisfaction%20Survey%20017-18%20\(1\).pdf](https://scmsgroup.org/sstm/images/SSTM%20Student%20Satisfaction%20Survey%20017-18%20(1).pdf)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	-	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Implementation of SCMS Neera Technology in Tamil Nadu	Govt. of Tamil Nadu	17/05/2018
International Conference on Financial Inclusion	Bank of India	21/11/2017

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Automatic Coconut tree climbing machine	Ms. Anjali Varma, Mr. AbhayLal MM	XIME Kochi	17/03/2018	Startup Idea Pitch Competition
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
SCMS Incubation center	SCMS incubation center	Hedge Equities	-	-	01/07/2017
SCMS incubation center	SCMS incubation center	SSTM	-	-	01/07/2017
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	MBA	1	5.5
International	MBA	17	5.85
International	MCA	11	5.85
International	B com	1	5.85
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
MBA	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
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Impact of Individual and Employment Variable on Job Satisfaction and Turnover Intention among Sales and Marketing Professionals	Dr.Sanjeev M A	Procedia Computer Science	2017	1	SSTM	2
An Efficient Citrus Canker Detection Method based on Contrast Limited Adaptive Histogram Equalization Enhancement	Ms. Shobby Sunny	International Journal of Applied Engineering Research	2018	1	SSTM	1
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Age and job satisfaction: an empirical investigation among the pharmaceutical sales and marketing professionals in India	Sanjeev M A	International Journal of Human Resources Development and Management	2017	13	8	SSTM
Impact of Individual and Employment Variable on Job Satisfaction	Sanjeev M A	Procedia Computer Science	2017	34	2	SCMS

and Turnover Intention among Sales and Marketing Professionals						
Explaining user acceptance and usage of social networking sites: the role of trust, social connectedness and visibility in extending UTAUT2	Praveena K	International Journal of Management Practice	2018	8	4	SSTM
The Consumer Experience on geographical indicators and its impact On purchase decision: an empirical study	Thangaraja A, Abirami A	International Journal of Pure and Applied Mathematics	2018	20	0	SSTM
An Efficient Citrus Canker Detection Method based on Contrast Limited Adaptive Histogram Equalization Enhancement	Ms. Shobby Sunny	International Journal of Applied Engineering Research	2018	35	1	SSTM
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local

Attended/Seminars/Workshops	6	4	1	31
Presented papers	1	0	0	1
Resource persons	0	1	1	9
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International White cane day celebrations	SCMS Keezhmad school for Blind, Aluva	1	82
All Kerala Bike Ride to promote financial literacy	SCMS	1	0
Organic literacy programme	NSS with university	1	2
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NIL	NA	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Promoting Organic Farming	M G University Kottayam/Government of Kerala	Jaivam 2017	1	50
Vigilance Awareness Week	Central Vigilance Commission and Commissioner of Customs	Poster Design Competition: 'My vision: Corruption Free India'	2	120
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NA	0

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Participation	Training on Molecular tools and techniques	Anna University Regional Centre, Coimbatore	15/05/2018	31/05/2018	20
Students participation	Project work	Aditya Birla, Chennai and other companies as per the attached list	06/04/2018	06/06/2018	120

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Vrije University Brussel, Belgium	02/06/2017	Academic Exchange Programs, Research Collaboration	20

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2500000	2659723

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing

Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Existing
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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	201	114299	357	167246	558	281545
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	31/05/2018
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	148	4	4	4	0	12	32	100	10
Added	40	0	0	0	0	0	0	0	0
Total	188	4	4	4	0	12	32	100	10

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

110 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary

component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
30346162	27611267	127.92	12704116

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

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

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Disability Scheme and MSc Merit Scholarship	8	82000
Financial Support from Other Sources			
a) National	SC/ST Scholarship (MCA)	2	41800
b) International	nil	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Placement Training	13/06/2017	118	Konfidence Walk Training, Marrott, Retail Sparks
Integrated Management Learning Program	01/08/2017	84	In house Facility
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Career Counselling	0	117	0	72

	(MBA)				
2018	Career Counselling (MBA)	0	118	0	43

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Bharath Financial inclusions Ltd.	67	2	Amazon	101	1

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	12	B com	Commerce	Raja Giri and many other colleges including SCMS Business School	MBA, PGDM, M.com, CMA
2017	1	MSc Molecular Biology and Genetic Engineering	Bio science and bio Technology	CSIR-NIIST	Ph.D

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GATE	1
GMAT	8
Any Other	2

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports Meet	Institution	50
YES club photography contest	Institution	5
Varna Cultural Evening	Institution	50
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	2nd Prize	National	0	2	FM 1422	Jeswin Jose and Senthil Sree VR
2017	1st prize	National	0	2	FM 1460	Neenu Susan John and Team

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council of the Institution is formed once every year. The members are - The Chairman Mr. Adithyabalu, Vice Chairman Ms. Sanjana Santhosh General Secretary Mr. Ashwin H University Councillors Mr Vijayakrishnan K A Ms. Shilpa Nilavarayyathu Shaji The Editor of the College Magazine Mr Ashin Sajeeve The Art Club Secretary Ms. Arathy B Class Representatives Mr. Deepal Mattathil, Mr. Vipin Kumar V, Ms. Sara Mathew Lady Representatives Ms. Sonya Kurian and Ms. Gayathri S Nair They attend meetings called by the University. Apart from the Student Council, the MBA department has a Class committee consisting of two senior faculty and four students. This Committee meets once in a Semester to discuss on progress in curriculum completion, student conduct, problems faced by students and other matters of interest to the students. Each department has their own Discipline Committee, Grievance Committee and Anti -ragging Committee who meet once in a Semester separately to discuss on discipline of students and grievances of students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

SCMS Alumni Association has been registered as per the MEMORANDUM OF ASSOCIATION and pursuant to the provisions of TRAVANCORE COCHIN Literary, Scientific and Charitable Societies Act, 1955(Act XII of 1955). The Bye-laws of the SCMS ALUMNI ASSOCIATION was approved at the meeting of the following members held on 22nd October 2017: 1. Mr. Santhosh Kumar, Business Consultant - President 2. Mr. Vivek Mohan, Brand Consultant - Vice President 3. Mr. Sam Joshy, Assistant Professor - Secretary 4. Mr. Viju Vijay, Business Head, Tata Motors - Joint Secretary 5. Ms. Preeja Mohan, Govt.Service - Treasurer 6. Ms. Anindita Majumdar, Hotelier - Member, Executive Committee 7. Mr. Sanoop M

Sambasivan, Software Engineer - Member, Executive Committee The Registered Office of the Association is at SCMS Campus, Pratap Nagar, Muttom, Aluva - 683106 and the area of operation of the Association shall be primarily the State of Kerala and at other parts of India. The major objects of the Association are : i) To bring the alumni, staff and faculty of SCMS group of educational institutions. ii) To maintain the contact of alumni of the college with the alma mater iii). To promote cultural, social and welfare activities among the alumni, present students, faculty and staff of the college so as to develop a sense of tradition and heritage in the SCMS family which in turn will lead the further growth and prosperity of the college and her progeny. There will be two types of individual members: Life member, which is constituted of all the former students of the college who took membership in the Association by submitting the application for membership and Honorary Members, which is constituted of the members of faculty and staff (present and past) of the college except alumni of the college. The administration of the Association is vested with Executive Committee. The President, Vice Presidents, Secretary, Joint Secretary and Treasurer shall be elected by the General Body. The Executive Committee will have powers to set up one or more offices or chapters for the running of the affairs of the Association and can appoint suitable staff to manage the affairs of the Association. Life members of the Association shall only have the power to vote for the purpose of electing the committee members. Funds of the Association shall be vested in such banks or such authorized securities as the Committee may decide. The Association shall appoint an auditor for the annual audit of the accounts of the Association. The Secretary shall be empowered to accept donations, endowments etc. on behalf of the Association and to invest them in such banks or other securities as the Committee may decide. The assets both moveable and immovable shall be under the custody of the Committee for respective years. Every year Alumni Day shall be celebrated synchronizing with the annual General Body meeting. The Association shall be non-political in character. The Association shall publish periodical newsletters. The Committee shall nominate an editorial board consisting of an editor and two members.

5.4.2 – No. of enrolled Alumni:

373

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

36000

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The Institution practices decentralization and participative management The Management Team of the Institution believes and promotes participative management at various levels of the Institution. Participative management is practiced at all levels of administration. With an open door policy in communication with top management and by actively seeking suggestions from various levels during interactions, everybody in the organization is offered a chance to contribute for the governance system. Each department works in a decentralised manner. Each department prepares its Annual Calendar to implement various development initiatives and student centric activities. The faculty and Management have formed various committees such as Grievance Cell, Equal

Opportunity Cell, Disciplinary Committee, Womens' Grievance Committee and Anti-ragging Committee. In these committees, faculty and members of the management make action plans for the benefit of the Institution.

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

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	? Admission of Students: The institution follows the norms of Mahatma Gandhi University in fulfilling the requirements of admission of students. MBA and MCA seats are completely filled-up by the management, and M.Sc (Biotechnology), B.Com and B.Sc seats are filled-up on a 50:50 basis
Industry Interaction / Collaboration	? Industry Interaction / Collaboration: Industry Institution interface programmes are held every week in a scheduled manner. Experts from industry are invited to the institution to interact with students on the emerging practices in management.
Human Resource Management	? Human Resource Management: Management has a proactive approach to all employees in the Institution. Necessary faculty and staff are recruited every year to carry out the activities of the Institution. Encouragement is given to faculty to publish articles in peer reviewed journals. Facilities are provided to faculty to undertake funded research projects. Regular Faculty Development programmes are organised to enhance the knowledge of faculty. The faculty are encouraged to present research papers in national and international seminars and conferences. Welfare measures are provided for both faculty and staff. The performance of faculty is appraised through a 3-tier process - self, HOD and Management.
Library, ICT and Physical Infrastructure / Instrumentation	? Library, ICT and Physical Infrastructure / Instrumentation: The institution has adequate number of classrooms, seminar halls, tutorial space, well equipped scientific labs and computer labs and e- resources in the library. New classrooms were added to the existing ones
Research and Development	? Research and Development: The institution undertakes both internal

and external funded projects. The institution encourages interdisciplinary research. To optimally utilize all the facilities, the institution makes available all the facilities to all faculty interested in research. Along with the well- equipped labs, libraries and equipments, the students are encouraged to make contribution to various research projects. The institution provides training for students from outside institutes and also provides for a customer service facility for outside research scholars for utilizing the equipment facility of the institute.

Examination and Evaluation

? Examination and Evaluation:
 Continuous Internal Assessment:
 Internal assessment is continuously conducted throughout the course. Assessment criteria consist of tests, assignments, presentations, project works, and so on. Periodic Publication of Internal Marks in Notice Board:
 Student performance for each of the internal components is individually entered and is periodically summed up. These are published in the notice board periodically. Mid-term and Model Examinations: These are designed to simulate University-level semester-end examinations. Linking Internal Assessment Components to Learning Objectives: Since the entire course is divided into separate modules/topics, the internal assessment method of any module/topic corresponds to the learning objectives attributable to the module.

Teaching and Learning

Teaching and Learning: The teaching learning process begins with the preparation of the academic calendar and course plan for each subject. Learning is made student-centric by many activities such as extra readings, independent learning, collaborative learning, interactive learning and use of audio- visual aids. To nurture critical thinking, creativity and scientific temper various methods such as field visits, lab exercises, IMLP, OBT, participation in competitions and projects, providing application oriented assignments and so on are used. Students and faculty are exposed to advanced level of knowledge and skills by participating in seminars,

	conferences and workshops.
Curriculum Development	? Curriculum Development: The curriculum for all the courses is given by the Mahatma Gandhi University, Kottayam. Add-on courses and Certificate Courses were introduced for all programs. The faculty are given freedom to design a course which is industrially relevant and skill oriented. Students completing Courses such as NISM and GST have got placed in reputed organisations on a preferential basis

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

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

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Dr J.M Lakshmi Mahesh	Deep learning work shop	CUSAT	5000
2017	Bindu John	National Conference	St Pauls College	250

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	International Conference on Financial inclusion	nil	21/11/2017	21/11/2017	4	0
2017	AICTE sponsored	nil	20/11/2017	03/12/2017	15	0

	FDP					
2018	Research Conclave	nil	22/03/2018	23/03/2018	5	0
2018	FDP on Case Writing	nil	04/05/2018	05/05/2018	7	0

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Digital Marketing	1	20/09/2017	20/09/2017	1
New opportunities and challenges in Disrupted Financial Service Sector	2	11/08/2017	11/08/2017	1

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	0	1	0

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

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

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

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

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6.4.3 – Total corpus fund generated

52944991

6.5 – Internal Quality Assurance System

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

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

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

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

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

Awareness programme on NPTEL online courses at FISAT on 20.07.2017

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

Tarang - The Cultural festival at SCMS Sports Club and Cultural Club (B.Com Department) Vocational Training (Glass Painting, Fabric Painting, Jewellery making, Umbrella Making)

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Yes
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Awareness on New NAAC Norms	22/09/2017	22/09/2017	22/09/2017	33
2017	Writing Course Objectives in a Course Plan	02/11/2017	02/11/2017	02/11/2017	40

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women's Day Celebration	08/03/2018	08/03/2018	150	45
Kalari for Self Defense	09/11/2017	17/11/2017	20	0
Seminar on Women and Health	08/03/2018	08/03/2018	50	40

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

Percentage of power requirement of the University met by the renewable energy sources

As part of environmental Consciousness and Sustainability, the Institution has adopted a policy on use of LED lamps. Currently, the fluorescent tubes and bulbs are being replaced by LED lamps

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	500
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	02/10/2018	1	Swachh Diwas	Cleanliness	35
2017	0	1	25/09/2017	137	Lakshya	Enrichment programme in Excel and Tally for Students in Govern	7

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Manual of Policies	25/07/2018	The Manual of Policies are checked every year to make modifications or delete outdated content. Any new policy made by the Management is also included.
Faculty Handbook	09/09/2017	The faculty handbook is given to new employees in the Institution. Modifications are introduced only when necessary.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Visit to Orphanage	16/12/2017	16/12/2017	87
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Rain Water Harvesting
'Jaivam' an Organic Farming Initiative in Campus
Recycling Bin for Used Pens
Plastic free campus
Use of one side printed paper throughout the Institution for all internal communication and documentation

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Student Mentoring 2. Organisation Study Evaluation Best Practice 1: 1. Title of the Practice: Evaluation of Organization Study 2. Goal: Organisation Study, though a part of the syllabus as per the University norms, SSTM focusses on the learning part and the knowledge gained by students by their observation and experience in the live organization environment, thus gaining a practical insight to the theories and concepts they learned in the classroom. 3. The Context: The students of MBA 1st year selects a SEBI listed organization with the help of their guides (faculty from the department) and do a study for a period of one month by visiting the different departments, interacting with the managers/ employees. They have to prepare a report based on the study. SSTM does a rigorous monitoring and evaluates their study. 4. The Practice: The students after their study record their findings in the report. The students are to present their study for 20 minutes in front of panel of faculty members

who evaluates the knowledge they gained by different parameters - contents of the study, subject knowledge and presentation skills. Those whose presentations are not up to the satisfaction are given a redo on later date. 5. Evidence of Success: The evaluation process which was initiated in 2012 has been reviewed at times and the students come well prepared. During the past years, the quality of the report has increased and there is 100 pass in this subject. 6. Problems encountered: Since the students are observing and interacting with the managers/employees of the organization for collecting data for their report and utilizing secondary resources, many a times they don't get information pertaining to the financial position of the company. Also, the students find it difficult to elicit information as it affects the working hours of the employees

Best Practice 2:

1. Title of the Practice: Mentoring
2. Goal: To prepare students for placement and corporate life.
3. The Context: Campus Placement is a crucial time for the MBA students. They experience tension and uncertainty with their future. During the selection process they have to be articulate, have sufficient knowledge about the subjects and good awareness of current affairs. They need to have necessary qualities such as leadership, team spirit and positive attitude in order to get placed in organisations.
4. The Practice: A group of students are assigned to a mentor. The mentor initiates the process through a series of activities such as Group discussion, Situational analysis, Test on Current affairs and Mock interviews. The role of the mentor is to offer guidance to the mentees to improve every time. The process is repeated many times to help the weakest student build confidence required for appearing for a placement interview.
5. Evidence of Success: The mentoring program which was initiated in 2011 has helped students get placements in reputed firms all over India. The students have given positive feedback for the process of Mentoring.
6. Problems Encountered: The greatest challenge faced by the mentors and mentees is the availability of time during a semester. Even though two sessions per week are allotted for Mentoring, many a times internal exams and university exam schedules have forced the cancellation of Mentoring sessions and the time is utilized to cover the curriculum.

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

<https://scmsgroup.org/sstm/images/Best%20Practice%202017-2018.pdf>

7.3 – Institutional Distinctiveness

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

Designing an outcome based course plan SSTM MBA department has switched on the outcome based education from 2017 onwards. The faculty members are given training on the importance and requirements of outcome based teaching and learning. The course plans are prepared on these lines and a course plan presentation is scheduled before commencement of a course. The faculty members are to present their course plan in front of the faculty board- which consists of Principal, Head of the Department, External expert and the other faculty members. This is critically viewed and the team offers suggestions, modifications and improvements if required so that the course is offered to meet the outcome based requirements. It is also insisted that all the course plans include the various techniques for offering the courses like participative experiential learning, innovative methods so that the students are benefited. The assessment for the course is also hence outcome based. The assessment pattern is such that each assessment maps to one or the other outcomes mentioned in the course plan. After the evaluation, the attainment is calculated and recorded. Remedial actions are planned and taken, if in case the expected attainment is not met. Each assessment is thus evaluated for attainment of the outcomes. Further, the total course outcome is calculated,

which is very crucial for giving insights to the faculty on the delivery of the course in future. The department has also taken a new method of keeping a course file for each course, which is to be maintained by the respective faculty member. The course file records of the information pertaining to that course. It includes the syllabus(as per the University), the course plan, the question papers for each assessment, sample answer sheets of the students, the mark sheets, the mapped outcome attainment reports and the attendance report and finally the review of the delivery of the course as per the scheduled plan.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

1. NBA Accreditation 2. Organise Extension and outreach activities 3. Implement Outcome based education in all departments