



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		DC SCHOOL OF MANAGEMENT AND TECHNOLOGY
Name of the head of the Institution		Umesh Neelakantan
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04869-202110
Mobile no.		9946757820
Registered Email		info@dcschool.net
Alternate Email		principal.mba@dcschool.net
Address		DC School of Management and Technology, Pullikkanam P.O, Vagamon
City/Town		Idukki
State/UT		Kerala
Pincode		685503

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		Self financed			
Name of the IQAC co-ordinator/Director		Prof. Baiju P Samuel			
Phone no/Alternate Phone no.		91808612392			
Mobile no.		9197456040			
Registered Email		iqac@dcschool.net			
Alternate Email		sree@dcschool.net			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.dcsmat.ac.in/wp-content/uploads/wordpress/AQAR-16-17.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		http://dcsmat.ac.in/wp-content/uploads/wordpress/MBA-ACADEMIC-CALENDAR-2016-17.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A+	3.27	2013	05-Jan-2013	04-Jan-2018
6. Date of Establishment of IQAC			20-Apr-2013		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		

How to use Case Method as teaching Pedagogy	25-Apr-2017 3	14
Panel Discussion on How to Select and Study an Organisation	11-Aug-2017 4	96
Awareness Workshop on University Exam	14-Jun-2017 2	162
Workshop on Research Article Writing	21-Jan-2017 5	23
Workshop on Time Management	14-Mar-2017 2	96
Panel Discussion on Specialisation Selection	14-Mar-2017 2	96
Workshop on Viva-Voce Skills	09-Feb-2017 2	143
Conducting Village Attachment programme	06-Apr-2017 5	96
Conducting Village Attachment programme	07-Apr-2017 5	96
Conducting Village Attachment programme	08-Apr-2017 5	96

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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
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

3

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 Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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12. Significant contributions made by IQAC during the current year(maximum five bullets)

- Revision of Class timings to enable more skill development and professional development programmes in the Afternoons.
- Introduction of add on courses on Google Analytics, Research Methodology, Mutual Funds and Six Sigma.
- Enhancement of WiFi speed from 32 mbps to 60 mbps.
- Institution of mini marathon on world environment day to spread the message of environmental protection.
- Conduct of PRA (Participative of Rural Appraisal) for MBA 2016-18 Batch.

No Files Uploaded !!!

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
i. Academic Workshop 3 days	Ensure the quality education
i. Course Plan- a plan of course conduct is described in course plan with details on the objective and implementation method which will also contain an implementation column to record the progress for each session such planned and implemented. This is uploaded into the CMS much before the course begins.	Ensure the quality education
iii. Orientation programme	Introduce new students to campus
iv. Bridge Course	Foundation of all courses
v. Placement training	Soft skill development
vi. NSS (National Service Scheme) Activities	Social responsibility and self empowerment
vii. CSR (corporate Social Responsibility) Activities	Social responsibility and self empowerment
viii. Business Incubation	Startup Skill development
ix. Revision classes - this is towards preparing the students for scoring high in the university exams where exam orientation is effected	Ensure results

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

IQAC Committee

18-May-2018

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

28-Feb-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)

Campus.Technology is a software for Campus Automation. It also supports accreditation and with outcome based education. Includes Online Grievance Management also. Other major features are as follows : • ICT. Implement ICT, such as LMS, Session Audit, Session Plan, Online MCQ, Student Profiling, Feedback, 360 Degree Feedback, Student Progression etc. in line with each criteria of Domestic and International Accreditation Standards. • Create Reports. Create QIF/SAR and other reports for various accreditations such as NAAC, NBA, etc. Export to Word, Powerpoint, PDF, Excel etc. • Quality Improvement. Implement quality improvement process as per standards for National and International Accreditations. • IQAC Workflow. Complete IQAC workflow with approval of records and document verification. Nothing goes to report unless approved by IQAC. All feedback including 360 degree feedback, stakeholder feedback, SWOT, Quality Circle, Quality Monitoring with Academic and Administrative Audit, Green Audit, Quality Improvement, Quality Policies • Data Collection. Collect data from all stakeholders including Faculties,

Students, Office Staff and Management through individual login through mobile app or website. Reports are automatically created. Campus. Technology has the following modules: • Students • Placement • Timetable • Attendance • LMS/ELearning • Grievances • NAAC • Lead Management • Exam Module • IQAC Activities Approval • College Activities • Departmental Activities • Faculty • Online Course • Assessment • MCQ • Survey • Committee • Leave • Infrastructure • Fees • Audit • Documents • Po,CO,PEO,PSO • Library • SWOT Following modules are operational : • Students • Placement • Timetable • Attendance • LMS/ELearning • NAAC • College Activities • Departmental Activities • Faculty • Online Course • Assessment • MCQ • Survey • Committee • Po,CO,PEO,PSO • SWOT

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

Though the college follows the curriculum prescribed by the Mahatma Gandhi University, it ensures effective curricular delivery through a well-planned and documented processes shown pictorially and enumerated below. Preparation of Academic Calendar 1. This is framed by the Activity Integration and Monitoring Cell (AIMC) of the college. 2. This takes into account the University calendar, and all activities that are planned to be conducted in the ensuing year. Subject Allocation to Faculty 3. Faculty is given a link in Moodle to give their options based on their interest and preference. 4. Based on the expertise, previous University results, and work load of the individual teachers, subjects will be allocated to the faculty, keeping in mind their individual choices. Course Plan Preparation by Faculty 5. Before the academic workshop, each faculty is expected to prepare his course plan. 6. This will include complete details of his / her teaching plan to include prescribed and recommended reading, additional reading, method of grading, activities planned etc besides the complete teaching plan 7. Before commencement of the academic year, an academic work shop will be conducted to chalk out action plans for course delivery, in which course plans already designed by the faculty, will be approved by the faculty council after careful scrutiny. 8. This is a three-day program for review of performance of the previous year. 9. Experts from academics and industries are invited to assist us to develop curriculum deliverables more in tune with current industry needs. 10. Gaps in curriculum syllabus will be identified. In order to bridge the gap between the university syllabus and the latest trends in the industry, we offer add-on courses. Uploading of Course Plans and Study Material on CMS 11. Each faculty is required to upload the approved course in the Course Management System (Moodle). 12. Just below the course plans relevant resources like articles, teaching notes in Word or PDF, PPTs, links to e-journal articles and cases, links to digital library resources and streaming videos etc will be listed.

Commencement of Course Delivery as per Schedule 13. Faculty will commence their course delivery as per the schedule. 14. This is continuously monitored by the Principal through weekly interactions with the concerned faculty, through feedbacks, class visits and interaction with students. 15. This is also monitored by the Principal by means of a Moodle Audit. Assignments/ Internal Tests (Continuous Evaluation)/ Mid-Course Feedback 16. The formal mechanism includes weekly assessments, midterm internal assessment through presentations, viva, practical examinations (wherever the nature of the course demands) class and home assignments, class tests and group discussions. 17. We have a continuous assessment system wherein performance of students and teachers will be continuously assessed to ensure that the stated objectives of curriculum are achieved in the course of implementation. 18. Based on the inputs from the teachers, we provide remedial classes to students where they find difficulty. 19. Mid-Course Feedback. Anonymous feedback for every paper is taken mid-course online through the CMS, which is shared with the faculty so that

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
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

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
Leadership advantage workshop	10/10/2018	150
Statistical Package for Social Sciences	30/09/2019	150
Digital Marketing	02/02/2019	150
Research Methodology	14/02/2019	150
Malgudi Corner	12/12/2018	150
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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	Nil	Nil
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The College is having a well established curriculum framed by the MG University. To analyze the usefulness and suggest reframing the curriculum, we collect curriculum feedback from the stakeholders of the college such as 1. Students 2. Alumni 3. Parents and 4. Teachers. Each and every aspect of the curriculum is systematically evaluated and the same is provided to the University for reconstruction or is used by the College to address the gaps perceived by the stakeholders. Report on Feedback: ? The feedbacks are analysed based on the following parameters: ? Course content, learning resources, real life application, higher education, employability, moral values, personal and professional ethics, efficiency of teacher and teaching methodology. ? The overall feedbacks from various stakeholders about curriculum is good. ? The resources of learning are adequate. Communication skills and Employability skills are to be enhanced Efficiency of teachers and effectiveness of teaching methodology is good. ? Teaching and learning environment is good. ? Action taken report: • E-learning resources need to be improved and staff and students to encouraged should be encouraged to use these. • In addition to the academic curriculum, the college is providing a number of Add on Courses such as like Tally, Network security, Google Analytics, Digital marketing, Logistics Supply Chain, Advanced Excel etc • Lot of programmes are conducted to increase the employability skill to include Gallop, ABS, Evening Presentation etc.</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	180	470	150
BBA	BBA	40	29	24
BCom	Finance and Taxation	40	28	21
BA	Visual Arts	30	9	8
BCom	CA	40	28	15
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	66	150	12	16	26

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
24	24	5	15	11	5

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

No file uploaded.

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

Mentoring system in DCSMAT is named as Student Ownership Program (SOP). SOP Programmes. Student Ownership Program. SOP group comprises of 5 to 6 students under each faculty. Every SOP owner meets the students twice a week and necessary steps are taken for their overall development and well-being. The objective of this programme is to guide, lead, help, counsel, and train each one of the small group of students and to enhance their employability. The SOP owner also guides the students in counselling, confidence building, communication and presentation skills

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
170	38	1:4

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
29	29	0	0	8

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
No Data Entered/Not Applicable !!!			
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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	Date of declaration of
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			semester-end/ year-end examination	results of semester-end/ year- end examination
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No Data Entered/Not Applicable !!!

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

1. DCSMAT incorporates the University Calendars start and end of semesters, university examination dates etc. and fine tunes it in the Academic Calendar alongwith its own dates for internals, model exams etc. Thus, CIE is ensured by scheduling the various internal tests, MCQs and assignments. 2. CIE is ensured through the following:- • Daily attendance • Grading the participation level of students • Conduct of two/three internal tests for each paper. • MCQ • Model test at the end of each paper • Minimum 4 assignments per paper. 3. Institution ensures that the stakeholders of the institution especially students and faculty are aware of the evaluation processes. 4. These are communicated to the students through the following means: - • The evaluation method-consisting of evaluation policy, schedule, course plan and evaluation format are communicated to students in the Student Handbook along with other details of the course. • This is also given out in the course plans of each course, which is uploaded in the CMS. • The attendance state of students is exhibited on the notice board as well as accessible to students to • see. • Parents are kept informed of attendances through SMS and mail. • The internal marks after finalization are displayed in notice board as well as sent by e mail to • students. • DCSMAT follows an objective way of evaluating the students and not subjective. These evaluation • methods are further explained to the students during the induction program by the concerned • faculty members. 5. The Internal Processes. • The norms of University are strictly followed. • A minimum of four tests are conducted for every subject for internal evaluation. • Evaluation criteria are decided as per the university guidelines. The exact criteria are given in the student handbook as well as included in the course plan of each faculty. • Institute ensures timely submission of exam forms, internal marks and evaluation reports. • In order to ensure rigour, the mid-term tests are conducted under central arrangements, just as for university exams. • The corrected internal and model exam answer sheets are given back to the students for clarification of doubts or rectification as necessary. • The Examinations in Charge and Batch Coordinators maintain all data in soft as well as in hard copy. • Internal marks are published on the notice board for cross checking by the students before forwarding it to the University. Grievances if any, are addressed. • Evaluations of students are being done on a continuous basis through class assignments, MCQs, internal tests, class participation and presentations. • Attendance, which forms part of the internal marks, are taken for every class. The weekly compiled attendance status is intimated to all students. • Evaluation of Quality of Assignment and Question Paper Setting by External Resources. This is a best practice recently implemented to improve internal assessment. The assignments and internal test question papers as well as answer sheets, are randomly chosen and sent to a panel of external examiners

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

1. AIM Centre (Activity Integration and Monitoring Centre). One of the innovations evolved by the College is the AIM Centre. The AIM Centre is responsible for a centralized planning, monitoring and implementation of all academic and other activities of the college. All curricular, extra-curricular, admission and placement activities of the college are scheduled and monitored by the centre. This ensures that there is no clash of activity and that the entire syllabus and developmental programmes are fully covered. 2. Academic

Calendar Preparation. The Academic Calendar for every academic year is planned in a Central Academic Workshop during the month of May (usually) wherein all details regarding the broad academic schedule for the entire year, details of each paper / course, allocation of faculty to course/paper, vacation periods, summer project periods and related schedules are tied up. Based on the decisions taken during the Academic Workshop, the academic calendar is prepared and this is issued to the students and faculty well in advance of the academic year. The adherence to the academic schedule is discussed at every faculty meeting and at the end/beginning of each semester. The University Academic Calendar forms the basis of our Academic Calendar.

2.6 – Student Performance and Learning Outcomes

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

MBA. URL <http://www.dcsmat.ac.in/wp-content/uploads/wordpress/mba-popso-co.pdf>
 BBA. URL <http://www.dcsmat.ac.in/wp-content/uploads/wordpress/bba-popso-co.pdf?>
 B Com. URL <http://www.dcsmat.ac.in/wp-content/uploads/wordpress/bcom-ft-popso-co.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.Com	BCom	B.com	19	6	32
BBA	BBA	BBA	11	3	27
B.Com	BCom	B.Com	22	7	32
BBA	BBA	BBA	14	3	21
MBA	MBA	MBA	107	27	25
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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)

<http://cms.dcschool.net/moodle/course/view.php?id=1193>

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
Minor Projects	365	DCSMAT	0.1	0.1
Industry sponsored Projects	120	Joonkottle	0.05	0.05
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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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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	2	0
International	MBA	2	0
View Uploaded File			

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	5
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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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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	Institutional affiliation as
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					excluding self citation	mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	1	4	5
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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
NSS camp/Jivakrishi	Moornilavu panchayat	1	50
Campus cleaning	DCKF	1	150
Litter free campus initiative by NSS	DCKF	1	50
NSS camp/Jivakrishi	Moornilavu panchayat	1	50
Campus cleaning	DCKF	1	50
International Mother Earth Day	DCSMAT Institution/DCKF	2	340
World Water Day	DCSMAT Institution/DCKF	2	340
World Environment Day	DCSMAT	2	340
View File			

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
Support provided to KVASU	Letter of appreciation	Member of Parliament, Idukki	7
Mahila Samakhya	Letter of appreciation	Member of Parliament, Idukki	8
Medical Camp and Blood donation camp at Pullikkanam	Letter of appreciation	Member of Parliament, Idukki	9
Mini Marathon	Letter of appreciation	Ward Member, Elappara Grama Panchayat	250
Medical Camp at	Letter of	Ward Member,	233

Pullikkanam	appreciation	Elappara Grama Panchayat	
Mini Marathon	Letter of appreciation	Sub Inspector, Vagamon	210
Medical Camp at Pullikkanam	Letter of appreciation	Sub Inspector, Vagamon	242
Mini Marathon	Letter of appreciation	Pachayath President, Elappara Grama panchayath	273
Medical Camp at Pullikkanam	Letter of appreciation	Pachayath President, Elappara Grama panchayath	251
Vegitable Cultivation	Letter of appreciation	Agricultural Officer, Krishi Bhavan, Elappara	179
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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
No Data Entered/Not Applicable !!!				
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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
Collaboration with KVASU	Kerala Veterinary and Agricultural Science University College of Dairy Science and Technology Kolahalamedu, Idukki Dist., Kerala, India - 685 501	KVASU	365
Collaboration with DCSAAD-teaching	DCSAAD	DCSAAD	365
Collaboration with DCSAAD-teaching	DCSMAT, Trivandrum	DCSMAT, Trivandrum	365
No file uploaded.			

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	Duration From	Duration To	Participant
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		/research lab with contact details			
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
40	29

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
No file uploaded.	

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
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	45786	15486181	2802	1542880	48588	17029061
Reference Books	30124	10049599	849	303526	30973	10353125

Journals	62	102755	2	2950	64	105705
Digital Database	2	94400	0	0	2	94400
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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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	101	60	60	0	0	13	28	60	0
Added	0	0	0	0	0	0	0	0	0
Total	101	60	60	0	0	13	28	60	0

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

60 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
Project Hornbill	www.hornbill.dcschool.net

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
37	34	74	65

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)

The Institution has laid down procedures and policies for maintenance and utilization of all physical, digital and e resources. The following policies are available: ? SOP - Maintenance of Electrical Distribution System : <http://dcsmat.ac.in/maintenance-of-125-kva-gen/> ? SOP - Wifi Policy : <http://dcsmat.ac.in/wifi/> ? SOP - Procurement, Repair and Maintenance of Goods and Services : <http://dcsmat.ac.in/sop-for-procurement-repair-and-maintenance-of-goods-and-services/> ? SOP - Maintenance of Hostels : <http://dcsmat.ac.in/sop-no-11-maintenance-of-hostels/> ? SOP - Maintenance of Academic Facilities and Classrooms : <http://dcsmat.ac.in/sop-1-policy-for-the-maintenance-of-academic->

classroom-facilities/ ? SOP - Maintenance of Library :
<http://dcsmat.ac.in/maintenance-of-library/> ? SOP - Computer Lab :
<http://dcsmat.ac.in/maintenance-lab-systems/>

<http://dcsmat.ac.in/maintenance>

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	Scholarship from DC Kizhakemuri Foundation	31	4920000
Financial Support from Other Sources			
a) National	dckf	0	0
b) International	dckf	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
0	0	0

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
12	113	92	Nill	0	0
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	5	BBA B.COM	BBA B.COM	JIMS -Jagan Institute Of Management S tudies, Delhi Rajagiri College Ernakulam DC School of Management and Technolo gy, Pullikkan am Amrita Un iversity, Ern akulam SB Co llege, Changa nassery	PGDM MHRM MBA MACCA MBA
No file uploaded.					

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
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

1. The College has an active Student Council. 2. We follow university guidelines in this regard 3. Elections are conducted in a non-political environment and it is through democratic method. 4. Representatives will be selected from each class and these elected representatives will finally select the office bearers like Chairman, Vice Chairman etc. 5. Students' council will organize and conduct various programmes inside the campus and funding will be through contribution from students, college and through sponsorships. 2.

Besides the above, students are represented in various committees as follows:

(a) Placement Committee. Representations from students for liaising, industry interface, hospitality, and follow ups are the basic activities. This sub functional area is pertinent to learn and enrich the relevance of the principles and functions of management as a subject. (b) Club Committees. There are enough activity oriented efforts from students to portray the significance of the purity and conscience of each club. Radio DC, Theatre Club, DC Finz, Aventura Club, MAC, Club De Sportz, Mihika, Club Vista and Club Phoenix which creates the enthusiasm of student interests for their specified talents. (c) Luminance Committee. South India's biggest Management Fest manned and managed by students. Around 1700 outsiders participated in Luminance 2K16. It gives the students an exposure to manage an event which covers around 150 colleges of South India. (d) Environthon Committee. The International Day of Forests was observed by organizing Environthon 2017 - our own mini marathon, which had participants, including some professional runners from other colleges. The committee formed by the students under the supervision of Management to save Trees and Forest- To save the Environment. (e) NSS Committee. DCSMAT NSS unit organized a seminar on the theme "SAVE WESTERN GHATS" at DCSMAT auditorium on 24th February 2017. NSS unit also takes the responsibility of cleaning the campus by the students and to make our campus eco-friendly. (f) Canteen Committee. Canteen committee is mainly focusing on the quality of the food supplied to the students and the staff. The committee holds meeting every two weeks where they discuss the complaints (if any) regarding the food

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

1. Alumni Association was formed in the year 2013 and is registered. <http://dcsmat.ac.in/wp-content/uploads/wordpress/Alumni-Registration-Certificate.pdf> 2. The association meets regularly and is actively involved in institutional and academic development. Alumni association is given the name 'DC Links'. 3. List of Current Office Bearers • Alumni Coordinators - Prince V S and Kiran Devarajan of MBA 2013 and 2014 Batches respectively • Staff Coordinator: Mr. Sanil Kumar (Faculty)

5.4.2 – No. of enrolled Alumni:

106

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

106000

5.4.4 – Meetings/activities organized by Alumni Association :

2017 8 Jul 17 Vagamon 22 Alumni participated 2017 13 Sep 17 Dubai 96 Alumni with families (total 180) participated

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)

CASE STUDY – CONDUCT OF LUMINANCE 2017 Background 1. Luminance is an annual management festival conducted by DCSMAT. The event has been conducted every year in a reasonably good manner. When the time came to conduct the event in 2016, it was decided by the faculty and students, that it should be a mega event, one that should be the largest management festival conducted in South India. Relevance of Conduct of Luminance 2. DCSMAT believes that conduct and

participation of Management Festivals is experiential learning and imbibe the students with managerial skills to include:-

- Principles of management - planning, organizing, coordinating and controlling.
- Time management
- Financial planning
- Marketing and HR
- Team building
- Leadership
- Working under pressure etc

Organizing Committees 3. The idea was discussed in a faculty meeting held on 01.08.17, attended by a cross section of students. All were equally enthusiastic about making it a mega event. 4. Keeping in mind the other activities of the College, it was decided to conduct it over two days - October 13 14, 2017. The targeted participants were 1200 students and 100 colleges. 5. It was also decided in the meeting to immediately form a Core Committee. The composition was unanimously decided to be as under: -

- Chairman. Prof Thomas V George
- Members. Professors Baiju, Deepthi, Akhil and Vivek. Student Committees

6. The Core Committee immediately held a meeting with all MBA students. Student Coordinators were unanimously nominated by the students. Thereafter 19 sub-committees covering all areas such as accommodation, procurement, hospitality, games, cultural etc were constituted among the students. Preparations 7. The targeted participants and colleges were high by all standards. The logistics of ferrying such a large number to this far flung campus, accommodating them within the campus, feeding them for three days and on top of it, to conduct all programmes meticulously was a herculean challenge. 8. All rose to the challenge. The preparations had to commence immediately. Almost every three days review meetings were held. Following were the key points in the preparatory stage: -

- Decision making decentralized with reference to higher authorities on need basis only.
- Committees to be fully empowered.
- Faculty to guide only, and to ensure local regulations and laws and financial propriety were maintained.
- Budgeting left to the committees within the overall limits laid down. Fund collection drive to be ethical.
- Students were to ensure total discipline in the campus and ensure highest standards and professionalism in the conduct of various management games and other events.
- No outside participant should go back with a negative image.

9. The next few weeks saw feverish activity the faculty, staff and students working as a well-oiled machine, with participative management on all fronts. Conduct of the Event 10. The event was a spectacular success by any measure. Highlights: -

- Colleges participated - 176
- Students participated - 1802
- Total number of games organized - 18

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
No Data Entered/Not Applicable !!!	

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

E-governance area	Details
No Data Entered/Not Applicable !!!	

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

No Data Entered/Not Applicable !!!

No file uploaded.

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)
No Data Entered/Not Applicable !!!						
View File						

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
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
28	28	20	20

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Technology Support • Well Equipped Office • Cabins • Library • Development Programmes • Opportunity to Attend FDPs, Seminars etc • Opportunity for Interaction with Industry • Long Term FDPs in IIMs • Facilities for Undertaking Research, o Seed Money o Leave o Adjustment in Teaching Schedule o Research Facility • Facilities for Faculty Enrichment • Accommodation • Free Wi-Fi • Office Cubicles • Food Refreshments • Sports Facilities • Staff Club • Get Togethers • Tours • Celebrations • Recreational Facilities 	<ul style="list-style-type: none"> • Accommodation • Free Wi-Fi • Office Cubicles • Food Refreshments • Sports Facilities • Staff Club • Get Togethers • Tours • Celebrations • Recreational Facilities • Performance Based increment. 	<ul style="list-style-type: none"> ? Scholarships. Based on means cum merit. ? Counselling. A Counsellor has been appointed to look after the welfare of the students. ? Insurance. We have group personal accident insurance policy for all students and one parent. ? Student Ownership Programme. Student counselling support is also given by the faculty members through Student Ownership Programme, which has been found to be useful in identifying troubled / weak students and to give them the required support. ? Medical. We have a trained and experienced

Performance Based
Increment.

Nursing Assistant to cater for the first line of treatment. We also have a Doctor on call, who makes fortnightly visit to the campus. Other facilities such as Health Center and Ambulance are available in the campus. ? Festival Celebrations. All festivals are celebrated and the College gives grants to the concerned organizers for the same. ? Incentives. Prize winners in competitions held in University and other colleges are given cash incentives. ? Sports Facilities. Sports goods are supplied annually and a well equipped gymnasium is also available. ? Earn While You Learn. Student representatives will be selected from each class for administering the smooth functioning of the batch. They will be paid from the college on a monthly basis for their administrative work. Selections of students are happening on rotation basis. This will help them to develop administration skill and also help them to earn something while they learn.

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 three types of regular audits in place, they are: • Internal Audit • External Audit • ISO Audit • AAA Audit Internal Audit The internal audit is conducted on a regular basis. The internal audit is done by a committee of two faculty members from finance area out of which one member is a senior Professor. Details are as follows

Year	Date of Conduct	Remarks
2016-17	31.10.2016	Half yearly audit from April 2016 to Sept 2016
2016-17	30.04.2017	Half yearly audit from Oct 2016 to March 2017

External Audit The annual statutory audit (external audit) is done by a Chartered Accountant appointed by DCKF (the promoting body of DCSMAT) ISO Audit ? Conducted every year. ? Details of 2016-17 are as follows

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
UAE Exchange and Financial Services Ltd SciGenom Research Foundation The South Indian Bank Ltd Manjilas Food Tech Pvt Ltd Sai Annapurna Post Press Solution Providers State Bank of Travancore Kerala State Industrial Development Corporation	2250000	Kerala Literature Festival
View File		

6.4.3 – Total corpus fund generated

2250000

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	TUV-SUD	Yes	FACULTY
Administrative	Yes	Nil	Yes	Nil

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

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

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

<ul style="list-style-type: none"> • Bulk SMS • Google Sheet • Diary of Events • Process Capability

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Heartfulness - Importance of Values and Ethics, Spirituality and Meditation	29/05/2019	29/05/2018	29/05/2018	150

	Session - Session By K.U.Mohan (Former General Manager, Lupin Pharma ceuticals) - 11AM to 1PM				
2018	DCSMAT a Professional Educational and Learning Platform - By Shri Pradeep Kumar, General Manager, Pullikkanam Estate (9.30 AM- 10.45AM)	29/05/2018	29/05/2018	29/05/2018	150
2018	Leadership Advantage - Address by N.P.Pradeep, Former Indian Football Captain	31/05/2018	31/05/2018	31/05/2018	150
2018	Leadership Advantage - Address by Sadanam Harikumar, Sadanam Kathakali Academy, Palakkad (Presidents Gold Medal Winner) 11.30-1pm	01/06/2018	01/06/2018	01/06/2018	150
2018	Leadership Advantage - Ms Nisha Jose.K.Mani, Social Entrepreneur / Ms Shani (Founder, SHAN - an institute promoted with respect to Autism)	01/06/2018	01/06/2018	01/06/2018	150

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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
Self Defence for Women	31/01/2019	31/01/2019	40	0
Kerala Mahila Samakhya Society	08/06/2018	15/08/2018	18	0

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

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

Power requirement met by renewable energy sources 15 Units Total power requirement 4000 Units Renewable energy source Solar Light Renewable energy generated and used 15 Units Energy supplied to the grid No

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	1

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
2019	1	Nil	07/04/2019	1	Publishing of blood donor directory and released to the public	For the identification of Health-related issues and to create the awareness of blood donation	220
2018	20	20	01/06/2018	3		Empower	19

		019		Training program for Mahila Samakya Residents	ment of women in rural areas, particularly of women from socially and economically marginalised groups
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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)
DCSMAT Student/Parent Hand Book	06/06/2018	DCSMAT Student/Parent Hand Book

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Republic day	26/02/2019	26/02/2019	232
Independence day celebration	15/08/2018	15/08/2018	189
Fundamental duties-Class	26/09/2018	26/09/2018	86
No file uploaded.			

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

Energy Conservation. We invest actively in energy conservation and efficiency. Use of Renewable Energy. Catered and plans to increase. Water Harvesting. Rain water harvesting is catered for near new faculty apartment and camp office. Other Measures: - • Efforts for Carbon Neutrality. • Plantation (Forestation and Local Farming). • Frequent Planting of Trees in the Campus. • Growing of Vegetables. • Save Western Ghats Campaign. • Mini Marathon Run to Protect Forests. • Organic Farming. • Herbal Garden. • Sapling Plantation. Green audit being carried out yearly

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 - Gallop - <http://dcsmat.ac.in/best-practice-gallop/> 2. Best Practice 2 - SOP. - <http://dcsmat.ac.in/best-practice-sop/>

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

<http://dcsmat.ac.in/best-practice-sop/>, <http://dcsmat.ac.in/best-practice-gallop/>

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

No data entered !!!

8.Future Plans of Actions for Next Academic Year

The institution is aiming at the quality improvement of academic delivery during next year. The five point objectives for the coming year are 1. Improvement of academic results 2. Improvement of placement 3. Improvement of faculty publications 4. Infrastructural improvements 5. Increasing consultancy