



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		DC SCHOOL OF MANAGEMENT AND TECHNOLOGY
Name of the head of the Institution		Dr.Sreekanth Sv
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04869297030
Mobile no.		9846935777
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	Dr. Wranton Perez R
Phone no/Alternate Phone no.	04869297030
Mobile no.	9443110311
Registered Email	iqac@dcschool.net
Alternate Email	wranton@dcschool.net

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://cms.dcschool.net/downloads/aqar18-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://cms.dcschool.net/downloads/Academic%20calendar%20-2019-20%20(1).xlsx

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B+	2.74	2018	30-Nov-2018	23-Nov-2023

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
Workshop on Aspire Your	19-Sep-2019	105

Dream Career	2	
Workshop on Aspire Your Dream Career	20-Sep-2019 2	105
Workshop on VIVA Voce Skills	22-Oct-2019 1	105
Awareness Workshop on University Exam	25-Oct-2019 1	105
Panel Discussion on How to Select and Study an Organisation	13-Jan-2020 1	105
Panel Discussion on Specialisation Selection	31-Jan-2020 1	105
Workshop on Academic Excellence and Better Career	11-Mar-2020 1	105
Workshop on Research Article Writing	15-Apr-2020 1	22
Workshop on Time Management	20-Apr-2020 1	22
How to use Case Method as reaching Pedagogy	15-May-2020 1	22
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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 :	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 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)

- Revision of Class timings to enable more skill development and professional development programmes in the Afternoons.

- Introduction of add on courses on Ms Excel, Supply chain Management and Mutual fund

- Institution of mini marathon on world environment day to spread the message of environmental protection.

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
II. 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 & Pre Placement
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

No Files Uploaded !!!

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC Committee	15-May-2020

<p>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</p>	<p>No</p>
<p>16. Whether institutional data submitted to AISHE:</p>	<p>Yes</p>
<p>Year of Submission</p>	<p>2019</p>
<p>Date of Submission</p>	<p>28-Feb-2019</p>
<p>17. Does the Institution have Management Information System ?</p>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words) The Software used in 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</p>

- 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

Being an affiliated college, the college follows the curriculum prescribed by the Mahatma Gandhi University, it ensures effective curricular delivery through 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.
3. Subject Allocation to Faculty
4. Faculty is given a link in Moodle to give their options based on their interest and preference.
5. 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.
6. Course Plan Preparation by Faculty
7. Before the academic workshop, each faculty is expected to prepare his course plan. 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.
8. 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.
9. This is a three-day program for review of performance of the previous year.
10. Experts from academics and industries are invited to assist us to develop curriculum deliverables more in tune with current industry needs.
11. 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.
12. Uploading of Course Plans and Study Material on CMS
13. Each faculty is required to upload the approved course in the Course Management System (Moodle).
14. 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.
15. Commencement of Course Delivery as per Schedule
16. Faculty will commence their course delivery as per the schedule.
17. This is continuously monitored by the Principal through weekly interactions with the concerned faculty, through feedbacks, class visits and interaction with students.
18. This is also monitored by the Principal by means of a Moodle Audit.
19. Assignments/ Internal Tests (Continuous Evaluation)/ Mid-Course Feedback
20. 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

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 !!!		
No file uploaded.		

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
No Data Entered/Not Applicable !!!		
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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

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.

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	400	105
BBA	BBA	40	25	19
BCom	Finance and Taxation	40	20	11
BCom	CA	40	6	1
BA	Visual Arts	30	25	20

No file uploaded.

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
2019	51	105	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
No file uploaded.					
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
No Data Entered/Not Applicable !!!		

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
24	24	0	0	9

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 !!!			
No file uploaded.			

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

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)

<https://dcschool.net/vision/#program-vision>

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	Computer Application	4	2	50
B.Com	BCom	Finance & Taxation	14	13	92
BBA	BBA	BBA	19	11	58
BA	BA	Visual Arts	5	3	60
B.Com	BCom	Finance & Taxation	21	11	52
B.Com	BCom	Computer Application	10	7	70
BBA	BBA	BBA	22	11	50
BA	BA	Visual Arts	9	5	50
MBA	MBA	MBA	150	82	52
No file uploaded.					

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://dcschool.net/student-satisfaction-survey/>

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

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 !!!				
No file uploaded.				

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
1	DCSMAT Incubation Centre	KSIDC	Nil	Nil	26/11/2019
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
MBA	1

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	1	0
No file uploaded.			

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
No file uploaded.	

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 excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
-------------------	---------------	----------	-------	-------

Attended/Seminars/Workshops	1	2	1	1
No file uploaded.				

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
CAMPUS CLEANING	NSS	1	50
MINI MARATHON	DCSMAT Institutions	5	340
World Environment Day	DCSMAT	2	340
No file uploaded.			

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
Medical Camp and Blood Donation	Letter of appreciation	Member of Parliament	35
Medical Camp	Letter of Appreciation	Member of Parliament, Idukki	20
Mini Marathon	Letter of Appreciation	Ward Member, Elappara Grama Panchayat	250
Blood Donation Camp	Letter of Appreciation	Member of Parliament, Idukki	35
No file uploaded.			

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 !!!				
No file uploaded.				

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 DCSAAD teaching	DCSAAD	DCSAAD	365
Collaboration with DCSAAD Trivandrum	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 /research lab with contact details	Duration From	Duration To	Participant
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
5062372	27

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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 patially)	Version	Year of automation
Nill	Nill	Nill	2022

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text	48588	17029061	8892	6640000	57480	23669061

Books						
Reference Books	32211	10736357	55	12694	32266	10749051
Journals	64	10705	0	0	64	10705
Digital Database	2	94400	0	0	2	94400
No file uploaded.						

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)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

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
6279094	6569200	8135372	988000

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)

<p>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 :</p>
--

<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/>

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	22	400000
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
No file uploaded.			

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
Bridge Course	23/09/2019	105	Nil
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
2019	Training for competitive exams	35	35	22	1
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
No Data Entered/Not Applicable !!!		

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
22	135	100	Nil	Nil	Nil
No file uploaded.					

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
2019	2	MBA	MBA	Nil	Nil
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 !!!		
No file uploaded.		

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/ International	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 representative 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 contributions from students, college and through sponsorships. Placement Committee: 1. Representations from students for Liaisoning, industry, interface, hospitality and follow ups are the basic activities. Club Activities by students organizing various events which help in enhancing their leadership skill.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association was formed in the year 2013 and is registered . <http://dcsmat.ac.in/wp-content/uploads/wordpress/alumni-Registration-Certificate.pdf>. Alumni Association is given the name DC Links.

5.4.2 – No. of enrolled Alumni:

150

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

1560000

5.4.4 – Meetings/activities organized by Alumni Association :

The 11th edition of DCSMAT alumni meet was held at Vagamon Campus on 27th February 2022 at 11.00AM. Registration was started from 9.AM continued till 11.30. Programme was inaugurated by the Director Dr. Sreekanth. S.V He stated that such Alumni Meets should be held annually so that ex-students are able to revisit their alma mater and see the changes that have occurred.

Mr.PreethamThampan Alumni Association president was given welcome address Principal Dr.Elizabeth George, faculty members and staffs were addressed the gathering. AshaFenn Corporate relation Officer stated that the overwhelming response was encouraging and stressed the fact that the Alumni were the brand ambassadors of the college and that they should market the college in their own way. He also promised to hold the Alumni Meet every year. The batch of 2020 presented the college with a gift. The formal part of the program concluded with the vote of thanks by Mr.Sanilkumar, faculty Alumni Coordinator. The program continued with the entertainment by our current students. There were songs and dances to regale the audience. A resolution was passed unanimously alumni members elected the new office bearers.

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)

Due to COVID we had only online sessions

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	Name of the professional body for	Amount of support
------	-----------------	---------------------------------------	-----------------------------------	-------------------

		for which financial support provided	which membership fee is provided	
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)
2019	FDP on Data Analytics	Nil	20/03/2020	20/03/2020	153	Nil
No file uploaded.						

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 !!!				
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
27	27	23	23

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 	<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"> • 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 •
Performance Based
Increment.

Sports Facilities • Staff
Club • Get Togethers •
Tours • Celebrations •
Recreational Facilities •
Performance Based
Increment. •
Accommodation • Free Wi-
Fi • Office Cubicles •
Food Refreshments •
Sports Facilities • Staff
Club • Get Togethers •
Tours • Celebrations •
Recreational Facilities •
Performance Based
increment. ?
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
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 i
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.

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/ Grants received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

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	Nil
Administrative	Yes	Nil	Nil	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)

• 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
2019	Webinar on Leadership	18/03/2020	18/03/2020	18/03/2020	105
2019	DCSMAT a Professional Educational and Learning Platform	24/03/2020	24/03/2020	24/03/2020	105
No file uploaded.					

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 Samyaka Society	12/01/2019	16/11/2019	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	20	20	01/06/2019	3	Training Program for Mahila Samakya Residents	Empowerment of women in Rural areas, particularly of women in women from socially and economically marginalized groups	19
2020	1	Nil	07/03/2020	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	250

No file uploaded.

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	10/05/2019	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
Independence day celebration	15/08/2019	15/08/2019	200
Republic day	26/01/2020	26/01/2020	190

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

I. Student Ownership Programme (SOP) Student Ownership Programme (SOP) is a mentoring programme unique to DCSMAT which helps students to develop the additional skills required for a manager. It is a team based approach for personal and professional development A member of the faculty is assigned a small group of students with the task of development student's soft skills, like reading, writing, vocabulary building and listening. The faculty has one to one interaction with each of the SOP group, which helps them to know the exact problem that the student faces academically and personally, and they help them to find a solution. The faculty members also monitor the holistic progress of their assigned students. In other words, it is taking the ownership of all academic and non -academic activities of DCSMAT by all the faculty equally. Methodology (a) A faculty is assigned with a group of 6 - 8 students (b) The team under the guidance of the faculty strives continuously for the attainment of the individual and collective goals. (c) The faculty act as the mentor of the students (d) The faculty is the owner of the group for two years. Responsibility of the SOP Owner: (a) Goal setting-individual and collective (b) Continuous training (c) Discipline (d) Motivation and counselling (e) Career guidance (f) Guides - Organization study, final dissertation project and placements II. Evening Presentations The Evening Presentation (commonly referred to as EP) is another highlight of DCSMAT, devised to methodically train and hone the presentation skills, audience facing ability and improving the knowledge quotient of all students. Every group of five to six students (SOP) is mentored by a faculty and over a period of a year when they are required to give a minimum three presentations. The students are free to select a topic from any of the following fields: (a) Economic (b) Political (c) Social (d) Cultural (e) Science and Technology The student group needs to select a topic and discuss with the faculty mentor, collect information on the topic, research and prepare a presentation. The topic selected will have to be approved by the faculty in charge. The group will also be prepared to give a mock presentation to the faculty before the final presentation in front of the entire batch. Objectives of Evening Presentation (a) To develop competence in analysing contemporary developments, trends and happening in the business world. Students should be able to analyze implication for managers and arrive at suitable recommendations or conclusions. (b) In the long run, this should then become part and parcel of the mental framework of the young executive. Advantages of Evening Presentation (EP) (a) To improve public speaking, presentation and communication skills (b) To overcome the stage apprehension (c) To boost confidence by interacting with the audience (d) To improve the public speaking skills (e) To enhance the general awareness of students (f) To Learn to work in a team (g) To Improve listening capacity (h) To improve the leadership quality and analytical skills III. Gallop Gallop is an in-house training programme designed primarily to hone the leadership and communication skills of the DCians. The programme intends to prepare the students to face the placement process with confidence and reveal their full potential to future employers. The students would also imbibe social graces and soft skills essential for a successful corporate life. The programme will be scheduled by AIMC in the central schedule. Attendance and active participation are mandatory. Fines as applicable to regular academic sessions will be levied from the absentees. The objective of the programme is to nurture personality

development, improve communication skills, interpersonal skills, leadership skills, social etiquettes and performance in group discussions and personal interviews so as to enhance the employability of the new batch of MBA students. The learning methodology comprises of a varied mix of methods, incorporating mock interviews, group discussions, management games, role play and debate.

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

<https://dcschool.net/sop/> <https://dcschool.net/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

To enhance the number of MoUs and linkages for enhancement of research work and publications. To apply for new courses. To equip faculty and students for online teaching learning process. To facilitate the career advancement of faculty members and motivate the faculty. To Organize intercollegiate and intra collegiate competitions To collect and compile feedback responses from all the stakeholders To encourage faculty publications and student publication