YEARLY STATUS REPORT - 2020-2021

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 S V
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04869297030
• Mobile no	9745302813
• Registered e-mail	info@dcschool.net
• Alternate e-mail	principal.mba@dcschool.net
• Address	DC School of Management and Technology, Pullikkanam P.O, Vagamon
• City/Town	Idukki
• State/UT	Kerala
• Pin Code	685503
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Self-financing**
• Name of the Affiliating University	**MG University**
• Name of the IQAC Coordinator	**Prajith P K**
• Phone No.	**04869297030**
• Alternate phone No.	**9446680621**
• Mobile	**9745302813**
• IQAC e-mail address	**iqac@dcschool.net**
• Alternate Email address	**prajith@dcschool.net**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://dcschool.net/wp-content/uploads/2022/09/AQAR-2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://dcschool.net/wp-content/uploads/2022/09/Academic-calender-2020.xlsx

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B+**	**2.74**	**2018**	**30/11/2018**	**23/11/2023**

6.Date of Establishment of IQAC	**20/04/2013**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**No**
• Upload latest notification of formation of IQAC	No File Uploaded

9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

.• Revision of Class timings to enable more skill development and professional development programmes in the Afternoons .•Introduction of add on courses on MS Excel, Logistics &Supply chain Management and Mutual fund and Cloud Computing

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

Plan of Action	Achievements/Outcomes
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 I	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

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC Committee	20/05/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Nil	**Nil**

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**1**

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

2.Student

2.1 Number of students during the year	**271**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2	**32**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	**150**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**22**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	**18**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1	**15**
Total number of Classrooms and Seminar halls	

4.2	**24078511**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**110**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The MBA Programme is a professional couse ,the teaching methods in MBA programme include class room lectures with particiaption from students,case studies,practical illustration ,simulation,role olays ,quizing class seminars & presentation .continual evaluation or internal assesment shall be conducted throught the semester.This is based on internal examination and various types of assignments given by the Faculty Members.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

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

Continaulal evaluation or Internal assesment is conducted throughtout the semester.It is based on internal examinations and variuos types of assignments is given by the faculty members.Assignments include home work,Problem solving ,group discussion ,Quiz,term project,Spot test,role play,software exercises.Details of Assignments in every semester shall be submitted by the faculty members in an assignment book to the Principal/HOD

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in **C. Any 2 of the above**
following activities related to curriculum
development and assessment of the affiliating
University and/are represented on the
following academic bodies during the year.

**Academic council/BoS of Affiliating University
Setting of question papers for UG/PG
programs Design and Development of
Curriculum for Add on/ certificate/ Diploma
Courses Assessment /evaluation process of the
affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

NA

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

160

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

We offer courses relevant to professional ethics,gender,human values to the students.We also have courses related to environment sustainability where by students get an awareness regarding the methods to conserve and protect the nature.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

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

2

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

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

105

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	**Nil**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	**No File Uploaded**
Any additional information	**No File Uploaded**

1.4.2 - Feedback process of the Institution may

B. Feedback collected, analyzed

be classified as follows   **and action has been taken**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

160

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

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

41

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	**No File Uploaded**

2.2 - Catering to Student Diversity

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

Based on the continous evaluation the faculty identifies the weak students and these students are provided with remedial classes and additional examinations and internal tests are conducted to improve their learning capability.

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

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

Number of Students	Number of Teachers
20	**1**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

) Involvement of Faculty Members in Usage of Academic Tools

Sl.No

Initiative

2021

2020

2019

POs

1

SAP

12

PO1

2

Digital Marketing

2

PO1

3

Advanced Excel and SPSS

2

PO2

4

Management Games and Fests

1

PO1, PO2

5

Utilization of Moodle / ERP LMS

24

21

22

PO2

6

Innovations by faculty in Teaching

12

10

14

PO5

7

Lecture

24

21

22

PO1

8

Group Discussion

7

6

6

PO1, PO2, PO3

9

Seminar

24

21

22

PO1, PO2, PO3

10

Quiz

24

21

22

PO1, PO2, PO3

11

Peer Teaching

6

5

5

PO5

12

Case Study

24

21

22

PO1, PO2, PO3

13

Industrial Visit

4

0

2

PO1, PO2, PO3

14

Research Project and Organisation Study

24

21

22

PO1, PO2, PO3

15

Tutorial

24

21

22

PO1

16

Faculty Feedback

24

21

22

PO1

17

Industry Interaction

5

4

4

PO1, PO2, PO3

18

Flipped Classrooms

2

PO1, PO2, PO3

19

Role Plays

4

2

2

PO1, PO2, PO3

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

Involvement of Faculty Members in Usage of Academic Tools Sl.No Initiative 2021 2020 2019 POs 1 SAP 12 PO1 2 Digital Marketing 2 PO1 3 Advanced Excel and SPSS 2 PO2 5 Utilization of Moodle / ERP LMS 24 21 22 PO2 10 Quiz 24 21 22 PO1, PO2, PO3

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File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

2.3.3.1 - Number of mentors

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

11

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	No File Uploaded

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

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

2.5 - Evaluation Process and Reforms

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

Continaual evaluation or Internal assesment is conducted throughtout the semester.It is based on internal examinations and variuos types of assignments is given by the faculty members.Assignments include home work,Problem solving ,group discussion ,Quiz,term project,Spot test,role play,software exercises.Details of Assignments in every semester shall be submitted by the faculty members in an assignment book to the Principal/HOD

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Continaulal evaluation or Internal assesment is conducted throughtout the semester.It is based on internal examinations and variuos types of assignments is given by the faculty members.Assignments include home work,Problem solving ,group discussion ,Quiz,term project,Spot test,role play,software exercises.Details of Assignments in every semester shall be submitted by the faculty members in an assignment book to the Principal/HOD

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

The Programme outcomes are displayed in various places where the stakeholders can see easily such as websites,entrance,public places .The Coursses outcomes for all the programmes are communicated to teacher and students at he begining of the courses.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

Nil

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

2.6.3 - Pass percentage of Students during the year

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

128

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

Nil

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

01

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

3.1.2.1 - Number of teachers recognized as research guides

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

1.Executive Education Programs

DCSMAT as part of ongoing MOU with different organization , conducting regular certificate programs for executives and professionals. The title of the programs are Certificate program in Selling skills and Certificate Program in Personnel Management from 2018 onwards. Certificate Program in Digital Marketing is added from 2020-21 onwards .

2.Industry Sponsored lab

DCSMAT have two labs sponsored by industry OBT labs sponsored by DC Books, Kottayam located in Kulamavu for improving managerial and leadership skills for MBA students and Communications labs sponsored by Current Books for improving communication skill of students The

programs are conducted as a in-house as well as outside programs.

Industry Sponsored Students activities

Students of DCSMAT getting supports from the industry as sponsor for internship and conducting of various activities

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

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

01

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.3 - Research Publications and Awards

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

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

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

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

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

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

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

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

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.4 - Extension Activities

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

DCSMAT conducts Medial Camp every year to provide helth care facilities for the people in the neighborhood.DCSMAT also conducts Blood Donation camp and Marathon to bring qwareness among the people on Environment satisfaction

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

3.4.2 - Number of awards and recognitions received for extension activities from government /

government recognized bodies during the year

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

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

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

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

NSS-2

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	**No File Uploaded**

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

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

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.5 - Collaboration

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

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

2

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

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

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Classrooms & Learning Facilities

The Institute has well equipped ICT enabled class rooms for regular and elective courses. The class rooms are equipped with LCD, Smart boards, LED Wall glass boards, etc. for the seamless delivery of technology enabled lectures. Live telecast of lectures from sources like UGC, NPTEL is carried out. There are two seminar halls for students' seminar presentations and viva voce. In addition, there are two rooms for Girls and Boys. And also there are two computer centers with the latest hardware and software.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

DCSMAT has multiple facilities for Outdoor and Indoor Sports to keep our students engaged and physically fit. Every student is encouraged to take active part in at least one outdoor activity. In order to ensure a sound body and mind, students are given special attention on health and fitness. DCSMAT has set up facilities/grounds for Cricket, Football, Basketball, Volleyball, Table-Tennis, Badminton, Chess, Carom, Gymnasium, Yoga centre etc., and league matches are encouraged. We are also planning an inter-college sports tournaments to develop a spirit of healthy competition.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

7

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

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

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

24078511

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	**No File Uploaded**

4.2 - Library as a Learning Resource

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

DCSMAT Library is set to provide world-class knowledge resources that only cater to the curriculum requirements but also provide intellectual enquiry and research. The Library provides access to wide range of electronic resources via the web and these are accessible both on and off campus. These sources include Electronic Journals & Books, Printed Journals & Books, Bibliographic Databases and Full text services. The library is automated with KOHA (Version 21.11); an open source integrated Library Management Software Package, with all modules. A traditional library transformed into an automated library which includes Online Public Access Catalogue (OPAC) and Bar-coding system for Books, Non-Book Materials and ID cards to enable scanning of Issues and Returns. Visitors' entry and exit is monitored by bio-metric finger print scanner. And also there

is CCTV surveillance available for 24/7.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

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

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

?2981929

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

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

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

15 Teachers 160 Students

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

The following facilitations are made available for managing the learning process.

- **Smart classrooms with inbuilt projectors for PowerPoint presentations and videos**

- **ICT comprising of Edusat, Edutech, NPTEL lectures**

- **Lecture Capture Videos (LCV) of the faculty for their respective courses are developed on MOODLE platform and available as part of E content repository.**

- **MOOC courses for all subjects**

- **Each course faculty gives the respective MOOC courses for their courses as a source of blended learning.**

- **Vender managed ERP for documentation**

- **Course wise audio video lectures by faculty in website**

- **Group Discussion**

- **Case Study**

- **Role Play**

- **Activity Based Learning**

- **Webinars**

- **Mind Mapping Exercise**

- **Team Project**

ERP Facilities

The ERP Instocampuz has been used to enable the learning. Instocampuz is a custom made ERP for the campus. The following are the major application areas of Instocampuz.

- **Scheduling**

- **Couse Management**

- **Assignment**

- **Feedback**

- **Online Exam**

- **Student Attendance**

- **Student Leave Management**

- **Student Grievance**

- **Online Fee payment options**

- **Certificate repository**

- **Admission Management**

- **Parent Login**

- **Bio Metric attendance system**

- **Staff Attendance**

- **Staff leave management**

- **Payroll**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	<u>View File</u>
List of Computers	**No File Uploaded**

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**No File Uploaded**

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

The following facilitations are made available for managing the learning process.

- **Smart classrooms with inbuilt projectors for PowerPoint presentations and videos**

- ICT comprising of Edusat, Edutech, NPTEL lectures

- Lecture Capture Videos (LCV) of the faculty for their respective courses are developed on MOODLE platform and available as part of E content repository.

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- **Parent Login**

- **Bio Metric attendance system**

- **Staff Attendance**

- **Staff leave management**

- **Payroll**

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

53

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

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

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

53

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

84

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

160

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

64

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

132

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	<u>View File</u>
Details of student progression to higher education	**No File Uploaded**

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

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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

6

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	**No File Uploaded**

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

NA

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

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

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

6

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**No File Uploaded**

5.4 - Alumni Engagement

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

DCSMAT maintains a dynamic relationship among its alumni members. Approximately 1600 students have registered in alumni connect website Vaave connect. Various Chapters are operation in India and abroad. Alumni meets are conducted regularly. Alumni are invited for participating in academic improvements, Student interactions and campus improvement activities.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Governing Structure

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

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

Academic Administration Structure

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Management Studies Department has not only recruited world-class faculty, but it has also enhanced the distinctiveness and caliber of its programs and centers, as well as improved the financial and administrative elements of its infrastructure. As part of our continuous effort to achieve our strategic goals and to correct areas of weakness, we continue to focus our efforts on numerous strategic areas.

mplementation of Strategic Plan:

1. **Maintaining research efficiency throughout the Department**
2. **Transforming academic programs to excellence**
3. **Building a dynamic community to create a resource pool of faculty members, staff, student, and alumni network.**
4. **Awareness about the campus and other social initiatives taken by our institution has been spread through various campaigns on digital and other platforms.**
5. **Expansion of International Programs, both study abroad opportunities and foreign students present in our campus**
6. **Initiates in Innovation and Entrepreneurship Increasing**

resources and infrastructure support for the Department.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Academic Administration Structure

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

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

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

6.3 - Faculty Empowerment Strategies

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

In the HR manual, as well as in the appointment order of faculty and staff, the Service Rules are outlined. The handbook, the HR policy and the service rules that apply to the employee are communicated to the employee at the time of joining the organizationAll policies are kept in the administrative office that is managed by the Registrar and can be accessed by all of the staff members. Amendements refer to corrections, additions, and deletions, which will be communicated to all parties through circulars. All of the operational processes as well as all aspects of the administration are conducted according to the guidelines listed in the Handbook.

File Description	Documents
Paste link for additional information	https://dcschool.net/dcsmat/wp-content/uploads/2022/01/DCSMAT-_-Manual-for-Staff-1.pdf
Upload any additional information	View File

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

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

0

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

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

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

02

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

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

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

03

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

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

SL NO

Parameters for appraisal

Category of evaluation

Asst Professor

Associate Professor

Professor

1

Teaching load

API

5

4

3

2

Course Material Preparation

API

5

5

5

3

Case Study Usage

API

3

5

5

4

Research Publication

RCI

4

3

2

5

Case Study Preparation

RCI

2

4

4

6

Consultancy

RCI

1

3

5

7

Admission Activities

IDI

5

3

2

8

Accreditation Related

IDI

2

4

5

9

IQAC

IDI

2

4

5

10

Program Committee

IDI

3

4

4

11

Alumni

IDI

3

4

4

12

Club Activities

IDI

5

4

3

13

Batch Coordination

IDI

5

3

2

14

Placement

IDI

3

4

5

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Summary of Budget and the actual expenditure incurred for the stand alone Management Institute

Items

2020-21

2019-20

2018-19

Budgeted in ?

Actual Expenses in ?

Budgeted in ?

Actual Expenses in ?

Budgeted in ?

Actual Expenses in ?

Infrastructure Built-Up

?27,00,000

?3,40,866

?27,00,000

?50,62,372

?27,00,000

?24,57,994

Library1

?6,25,000

8,26,923

?5,25,000

?1,68,667

?5,25,000

?2,82,252

Computer Labs and Software2

?3,00,000

?5,400

?3,00,000

?74,660

?3,00,000

?2,66,101

Teaching and non-teaching staff salary

?234,55,000

?202,89,519

?233,55,000

?225,70,824

?221,55,000

?204,44,865

Research3

?14,75,000

?1,35,108

?14,75,000

?2,57,293

?14,75,000

?1,92,888

Training and Travel

?7,00,000

?3,82,512

?7,00,000

?5,29,048

?6,50,000

?4,95,836

Placement Activities

?16,00,000

?16,00,000

?15,82,333

?13,00,000

?12,76,200

Entrepreneurship

Co-Curricular

?2,00,000

?12,799

?2,00,000

?1,72,173

?1,00,000

?90,981

Extra Curricular

?1,00,000

?1,00,000

?1,00,000

?1,20,000

Alumni Relations

?1,04,000

?11,800

?1,51,000

?50,537

?87,000

Miscellaneous expenses4

Others, specify

Other Academic Expenses

?89,68,800

?94,72,707

?216,83,028

?214,90,876

?232,66,200

?233,40,683

Administrative Expenses

?73,50,000

?75,10,721

?112,90,000

?100,26,111

?68,80,000

?65,63,266

Financial Aids & Other Welfare Expenses

?36,95,000

?53,79,675

?44,11,000

?35,00,496

?44,11,000

?46,69,984

Total

?512,72,800

?443,68,030

?684,90,028

?654,85,390

?639,49,200

?602,01,050

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

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

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

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

Utilization of Funds Allocated for 2020-21

Items

Budget Allocated

Actual Expenditure

Percentage of Utilization

Infrastructure Built-Up

?27,00,000

?3,40,866

13

Library

?6,25,000

?8,26,923

132

Computer Labs and Software

?3,00,000

?5,400

2

Teaching and non-teaching staff salary

?234,55,000

?202,89,519

87

Research

?14,75,000

?1,35,108

9

Training and Travel

?7,00,000

?3,82,512

27-02-2023 11:33:17

55

Placement Activities

?16,00,000

Co-Curricular

?2,00,000

?12,799

6

Extra Curricular

?1,00,000

Alumni Relations

?1,04,000

?11,800

11

Other Academic Expenses

?89,68,800

?94,72,707

106

Administrative Expenses

?73,50,000

?75,10,721

102

Financial Aids & Other Welfare Expenses

?36,95,000

?53,79,675

146

Total

?512,72,800

?443,68,030

87

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

6.5 - Internal Quality Assurance System

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

IQAC has contributed significantly by auditing evaluating all the academic and non academic process of the Institution

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

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

Summary of Teaching Methods Used

Sr No	Teaching Method	Semester	Relevance to PO	Assessments Identified
1	Lecture, Discussion, caselets	1	P01, PO2, PO3 and PO 5	Exams, Written assignments
2	Lecture, Role play, Presentation, Discussion, case studies	2	P01, PO3, PO4 and PO5	Exams, Written assignments, participation
3	Lecture, Role play, Presentation, Discussion, case studies, Simulations, Project Studies	3	PO1, PO2, PO3, PO4, PO5	Exams, Written assignments, participation

4

Lecture, Role play, Presentation, Discussion, case studies, Simulations, Project Studies

4

PO1, PO2, PO3, PO4, PO5

Exams, Written assignments, participation

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Particpation is ensured Womens in different levels

.1. Particiaption in Governing Body(3 Persons)

2.Academic Administration (Principal,IQACCoordinator, 5 Batch Coordinators)

3.Percentage of Staff(50%)

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

1.Preservation of Landscape and tree

2.Traditional Infrastructure:

Recycling: The furniture and fittings of the gone times are collected and used in buildings by keeping a perfect mix of modern and traditional design.

Energy Saving: The institution has been following green energy policy from the very inception. About 10% of the total electricity is generated from solar energy. The water pumping schedule is devised in such a way as to avoid peak time energy consumption.

Water Saving and Recycling: Though the campus is bestowed with large deposit of water, the institution places much importance in saving water for nature and the society.

Water Quality: The hill station provides advantage of excellent water quality. At the same time keeping the idea of eliminating any element of health hazard an industrial reverse osmosis plant has been fitted in the campus. Additionally a water deionizer plant has been fitted to one of the open water sources.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

5. Landscaping

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

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

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

B. Any 3 of the above

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

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

A. Any 4 or all of the above

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

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

DCSMAT every year conducts NSS Activities ,Marathon,Medical camp and Bolld donation camp for providing an inclusive environment

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

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

Nil

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

1. Republic Day Celebration

2.Independance Day Celebration

3.Deepavali Celbration

4. Luminance – It is a two-day event that has grown to become one of the most popular management festivals in India, attracting participants from across Kerala and from other states across the country. In terms of the number of participants, the colleges that participate, and the uniqueness of the events held every year, Luminance sets a benchmark for its subsequent editions.

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

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format

provided in the Manual.

Evening Presentaion schedule are divided in to different groups(SOPs)and they present a topic in front of the audience .The topics can be CEI,CNEI,ATSI and BQ

SOP -students ownership programmeto familirise the student with DC culture,studets are divided i to different groups and they are provided with a mentor who is incharge of these students for 2 years.

File Description	Documents
Best practices in the Institutional website	**Nil**
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

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

The institution places a great deal of importance on the monitoring and reformulation of the process of continuous improvement. It is imperative that each process is closely monitored and compared to the standards set for it. Each committee in the academic process, right from the Academic Council to the Area Committee, has its own role and responsibility in the process of monitoring. Continuous improvement occurs at all stages of the process, including the course delivery, evaluation, feedback, auditing, and the incorporation of measures that address any gaps identified.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The MBA Programme is a professional couse ,the teaching methods in MBA programme include class room lectures with particiaption from students,case studies,practical illustration ,simulation,role olays ,quizing class seminars & presentation .continual evaluation or internal assesment shall be conducted throught the semester.This is based on internal examination and various types of assignments given by the Faculty Members.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

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

Continaulal evaluation or Internal assesment is conducted throughtout the semester.It is based on internal examinations and variuos types of assignments is given by the faculty members.Assignments include home work,Problem solving ,group discussion ,Quiz,term project,Spot test,role play,software exercises.Details of Assignments in every semester shall be submitted by the faculty members in an assignment book to the Principal/HOD

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the	**C. Any 2 of the above**

following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

NA

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	View File

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

160

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

We offer courses relevant to professional ethics,gender,human values to the students.We also have courses related to environment sustainability where by students get an awareness regarding the methods to conserve and protect the nature.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	**No File Uploaded**

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

2

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

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

105

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

160

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

41

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

2.2 - Catering to Student Diversity

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

Based on the continous evaluation the faculty identifies the weak students and these students are provided with remedial classes and additional examinations and internal tests are conducted to improve their learning capability.

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

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

Number of Students	Number of Teachers
20	**1**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

) Involvement of Faculty Members in Usage of Academic Tools

Sl.No

Initiative

2021

2020

2019

POs

1

SAP

12

PO1

2

Digital Marketing

2

PO1

3

Advanced Excel and SPSS

2

PO2

4

Management Games and Fests

1

PO1, PO2

5

Utilization of Moodle / ERP LMS

24

21

22

PO2

6

Innovations by faculty in Teaching

12

10

14

PO5

7

Lecture

24

21

22

PO1

8

Group Discussion

7

6

6

PO1, PO2, PO3

9

Seminar

24

21

22

PO1, PO2, PO3

10

Quiz

24

21

22

PO1, PO2, PO3

11

Peer Teaching

6

5

5

PO5

12

Case Study

24

21

22

PO1, PO2, PO3

13

Industrial Visit

4

0

2

PO1, PO2, PO3

14

Research Project and Organisation Study

24

21

22

PO1, PO2, PO3

15

Tutorial

24

21

22

PO1

16

Faculty Feedback

24

21

22

PO1

17

Industry Interaction

5

4

4

PO1, PO2, PO3

18

Flipped Classrooms

2

PO1, PO2, PO3

19

Role Plays

4

2

2

PO1, PO2, PO3

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

Involvement of Faculty Members in Usage of Academic Tools Sl.No Initiative 2021 2020 2019 POs 1 SAP 12 PO1 2 Digital Marketing 2 PO1 3 Advanced Excel and SPSS 2 PO2 5 Utilization of Moodle / ERP LMS 24 21 22 PO2 10 Quiz 24 21 22 PO1, PO2, PO3

.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

2.3.3.1 - Number of mentors

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

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

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

11

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	**No File Uploaded**

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

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	**No File Uploaded**

2.5 - Evaluation Process and Reforms

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

Continaulal evaluation or Internal assesment is conducted throughtout the semester.It is based on internal examinations and variuos types of assignments is given by the faculty members.Assignments include home work,Problem solving ,group discussion ,Quiz,term project,Spot test,role play,software exercises.Details of Assignments in every semester shall be submitted by the faculty members in an assignment book to the Principal/HOD

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

and efficient

Continaulal evaluation or Internal assesment is conducted throughtout the semester.It is based on internal examinations and variuos types of assignments is given by the faculty members.Assignments include home work,Problem solving ,group discussion ,Quiz,term project,Spot test,role play,software exercises.Details of Assignments in every semester shall be submitted by the faculty members in an assignment book to the Principal/HOD

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

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

The Programme outcomes are displayed in various places where the stakeholders can see easily such as websites,entrance,public places .The Coursses outcomes for all the programmes are communicated to teacher and students at he begining of the courses.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

Nil

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

2.6.3 - Pass percentage of Students during the year

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

128

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

Nil

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

01

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

3.1.2.1 - Number of teachers recognized as research guides

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

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

1.Executive Education Programs

DCSMAT as part of ongoing MOU with different organization , conducting regular certificate programs for executives and professionals. The title of the programs are Certificate program in Selling skills and Certificate Program in Personnel Management from 2018 onwards. Certificate Program in Digital Marketing is added from 2020-21 onwards .

2.Industry Sponsored lab

DCSMAT have two labs sponsored by industry OBT labs sponsored by DC Books, Kottayam located in Kulamavu for improving managerial and leadership skills for MBA students and Communications labs

sponsored by Current Books for improving communication skill of students The programs are conducted as a in-house as well as outside programs.

Industry Sponsored Students activities

Students of DCSMAT getting supports from the industry as sponsor for internship and conducting of various activities

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

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

01

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	**No File Uploaded**

3.3 - Research Publications and Awards

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

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

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

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

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

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

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

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

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.4 - Extension Activities

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

DCSMAT conducts Medial Camp every year to provide helth care facilities for the people in the neighborhood.DCSMAT also

conducts Blood Donation camp and Marathon to bring qwareness among the people on Environment satisfaction

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

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

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

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

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

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

NSS-2

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	**No File Uploaded**

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

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

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.5 - Collaboration

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

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

2

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

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

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Classrooms & Learning Facilities

The Institute has well equipped ICT enabled class rooms for regular and elective courses. The class rooms are equipped with LCD, Smart boards, LED Wall glass boards, etc. for the seamless delivery of technology enabled lectures. Live telecast of lectures from sources like UGC, NPTEL is carried out. There are two seminar halls for students' seminar presentations and viva voce. In addition, there are two rooms for Girls and Boys. And also there are two computer centers with the latest hardware and software.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

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

DCSMAT has multiple facilities for Outdoor and Indoor Sports to keep our students engaged and physically fit. Every student is encouraged to take active part in at least one outdoor activity. In order to ensure a sound body and mind, students are given special attention on health and fitness. DCSMAT has set up facilities/grounds for Cricket, Football, Basketball, Volleyball, Table-Tennis, Badminton, Chess, Carom, Gymnasium, Yoga centre

etc., and league matches are encouraged. We are also planning an inter-college sports tournaments to develop a spirit of healthy competition.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

7

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

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

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

24078511

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	**No File Uploaded**

4.2 - Library as a Learning Resource

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

DCSMAT Library is set to provide world-class knowledge resources that only cater to the curriculum requirements but also provide intellectual enquiry and research. The Library provides access to wide range of electronic resources via the web and these are accessible both on and off campus. These sources include Electronic Journals & Books, Printed Journals & Books, Bibliographic Databases and Full text services. The library is automated with KOHA (Version 21.11); an open source integrated Library Management Software Package, with all modules. A traditional library transformed into an automated library which includes Online Public Access Catalogue (OPAC) and Bar-coding system for Books, Non-Book Materials and ID cards to enable scanning of Issues and Returns. Visitors' entry and exit is monitored by bio-metric finger print scanner. And also there is CCTV surveillance available for 24/7.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

?2981929

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

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

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

15 Teachers 160 Students

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

The following facilitations are made available for managing the learning process.

- **Smart classrooms with inbuilt projectors for PowerPoint presentations and videos**

- **ICT comprising of Edusat, Edutech, NPTEL lectures**

- **Lecture Capture Videos (LCV) of the faculty for their respective courses are developed on MOODLE platform and available as part of E content repository.**

- **MOOC courses for all subjects**

- **Each course faculty gives the respective MOOC courses for their courses as a source of blended learning.**

- **Vender managed ERP for documentation**

- Course wise audio video lectures by faculty in website

- Group Discussion

- Case Study

- Role Play

- Activity Based Learning

- Webinars

- Mind Mapping Exercise

- Team Project

ERP Facilities

The ERP Instocampuz has been used to enable the learning. Instocampuz is a custom made ERP for the campus. The following are the major application areas of Instocampuz.

- Scheduling

- Couse Management

- Assignment

- Feedback

- Online Exam

- Student Attendance

- Student Leave Management

- Student Grievance

- Online Fee payment options

- Certificate repository

- Admission Management

- Parent Login

- **Bio Metric attendance system**

- **Staff Attendance**

- **Staff leave management**

- **Payroll**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	**No File Uploaded**

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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

The following facilitations are made available for managing the learning process.

- **Smart classrooms with inbuilt projectors for PowerPoint presentations and videos**

- **ICT comprising of Edusat, Edutech, NPTEL lectures**

- **Lecture Capture Videos (LCV) of the faculty for their respective courses are developed on MOODLE platform and available as part of E content repository.**

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- Student Leave Management

- Student Grievance

- Online Fee payment options

- Certificate repository

- Admission Management

- Parent Login

- Bio Metric attendance system

- Staff Attendance

- Staff leave management

- Payroll

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

53

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**No File Uploaded**

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

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

53

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

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

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

84

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

160

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

64

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

132

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	[View File](#)
Details of student progression to higher education	**No File Uploaded**

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

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

6

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

NA

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

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

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

6

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

DCSMAT maintains a dynamic relationship among its alumni members. Approximately 1600 students have registered in alumni connect website Vaave connect. Various Chapters are operation in India and abroad. Alumni meets are conducted regularly. Alumni are invited for participating in academic improvements, Student interactions and campus improvement activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Governing Structure

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

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

Academic Administration Structure

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Management Studies Department has not only recruited world-class faculty, but it has also enhanced the distinctiveness and caliber of its programs and centers, as well as improved the financial and administrative elements of its infrastructure. As part of our continuous effort to achieve our strategic goals and

to correct areas of weakness, we continue to focus our efforts on numerous strategic areas.

mplementation of Strategic Plan:

1. **Maintaining research efficiency throughout the Department**
2. **Transforming academic programs to excellence**
3. **Building a dynamic community to create a resource pool of faculty members, staff, student, and alumni network.**
4. **Awareness about the campus and other social initiatives taken by our institution has been spread through various campaigns on digital and other platforms.**
5. **Expansion of International Programs, both study abroad opportunities and foreign students present in our campus**
6. **Initiates in Innovation and Entrepreneurship Increasing resources and infrastructure support for the Department.**

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

Academic Administration Structure

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance	**A. All of the above**

and Accounts Student Admission and Support Examination

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

6.3 - Faculty Empowerment Strategies

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

In the HR manual, as well as in the appointment order of faculty and staff, the Service Rules are outlined. The handbook, the HR policy and the service rules that apply to the employee are communicated to the employee at the time of joining the organizationAll policies are kept in the administrative office that is managed by the Registrar and can be accessed by all of the staff members. Amendements refer to corrections, additions, and deletions, which will be communicated to all parties through circulars. All of the operational processes as well as all aspects of the administration are conducted according to the guidelines listed in the Handbook.

File Description	Documents
Paste link for additional information	https://dcschool.net/dcsmat/wp-content/uploads/2022/01/DCSMAT-_-Manual-for-Staff-1.pdf
Upload any additional information	View File

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

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

0

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

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

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

02

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

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

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

03

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

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

SL NO

Parameters for appraisal

Category of evaluation

Asst Professor

Associate Professor

Professor

1

Teaching load

API

5

4

3

2

Course Material Preparation

API

5

5

5

3

Case Study Usage

API

3

5

5

4

Research Publication

RCI

4

3

2

5

Case Study Preparation

RCI

2

4

4

6

Consultancy

RCI

1

3

5

7

Admission Activities

IDI

5

3

2

8

Accreditation Related

IDI

2

4

5

9

IQAC

IDI

2

4

5

10

27-02-2023 11:33:18

Program Committee

IDI

3

4

4

11

Alumni

IDI

3

4

4

12

Club Activities

IDI

5

4

3

13

Batch Coordination

IDI

5

3

2

14

Placement

IDI

3

4

5

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

6.4 - Financial Management and Resource Mobilization

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

Summary of Budget and the actual expenditure incurred for the stand alone Management Institute

Items

2020-21

2019-20

2018-19

Budgeted in ?

Actual Expenses in ?

Budgeted in ?

Actual Expenses in ?

Budgeted in ?

Actual Expenses in ?

Infrastructure Built-Up

?27,00,000

?3,40,866

?27,00,000

?50,62,372

?27,00,000

?24,57,994

Library1

?6,25,000

8,26,923

?5,25,000

?1,68,667

?5,25,000

?2,82,252

Computer Labs and Software2

?3,00,000

?5,400

?3,00,000

?74,660

?3,00,000

?2,66,101

Teaching and non-teaching staff salary

?234,55,000

?202,89,519

?233,55,000

?225,70,824

?221,55,000

?204,44,865

Research3

?14,75,000

?1,35,108

?14,75,000

?2,57,293

?14,75,000

?1,92,888

Training and Travel

?7,00,000

?3,82,512

?7,00,000

?5,29,048

?6,50,000

?4,95,836

Placement Activities

?16,00,000

?16,00,000

?15,82,333

?13,00,000

?12,76,200

Entrepreneurship

Co-Curricular

?2,00,000

?12,799

?2,00,000

?1,72,173

?1,00,000

?90,981

Extra Curricular

?1,00,000

?1,00,000

?1,00,000

?1,20,000

Alumni Relations

?1,04,000

?11,800

?1,51,000

?50,537

?87,000

Miscellaneous expenses4

Others, specify

Other Academic Expenses

?89,68,800

?94,72,707

?216,83,028

?214,90,876

?232,66,200

?233,40,683

Administrative Expenses

?73,50,000

?75,10,721

?112,90,000

?100,26,111

?68,80,000

?65,63,266

Financial Aids & Other Welfare Expenses

?36,95,000

?53,79,675

?44,11,000

?35,00,496

?44,11,000

?46,69,984

Total

?512,72,800

?443,68,030

?684,90,028

?654,85,390

?639,49,200

?602,01,050

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

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

Utilization of Funds Allocated for 2020-21

Items

Budget Allocated

Actual Expenditure

Percentage of Utilization

Infrastructure Built-Up

?27,00,000

?3,40,866

13

Library

?6,25,000

?8,26,923

132

Computer Labs and Software

?3,00,000

?5,400

2

Teaching and non-teaching staff salary

?234,55,000

?202,89,519

87

Research

?14,75,000

?1,35,108

9

Training and Travel

?7,00,000

?3,82,512

55

Placement Activities

?16,00,000

Co-Curricular

?2,00,000

?12,799

6

Extra Curricular

?1,00,000

Alumni Relations

?1,04,000

?11,800

11

Other Academic Expenses

?89,68,800

?94,72,707

106

Administrative Expenses

?73,50,000

?75,10,721

102

Financial Aids & Other Welfare Expenses

?36,95,000

?53,79,675

146

Total

?512,72,800

?443,68,030

87

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

6.5 - Internal Quality Assurance System

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

IQAC has contributed significantly by auditing evaluating all the academic and non academic process of the Institution

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

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

Summary of Teaching Methods Used

Sr No

Teaching Method

Semester

Relevance to PO

Assessments Identified

1

Lecture, Discussion, caselets

1

P01, PO2, PO3 and

PO 5

Exams, Written assignments

2

Lecture, Role play, Presentation, Discussion, case studies

2

P01, PO3, PO4 and PO5

Exams, Written assignments, participation

3

Lecture, Role play, Presentation, Discussion, case studies, Simulations, Project Studies

3

PO1, PO2, PO3, PO4, PO5

Exams, Written assignments, participation

4

Lecture, Role play, Presentation, Discussion, case studies, Simulations, Project Studies

4

PO1, PO2, PO3, PO4, PO5

Exams, Written assignments, participation

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

| 6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); | C. Any 2 of the above |

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**No File Uploaded**

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Particpation is ensured Womens in different levels

.1. Particiaption in Governing Body(3 Persons)

2.Academic Administration (Principal,IQACCoordinator, 5 Batch Coordinators)

3.Percentage of Staff(50%)

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

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

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

1.Preservation of Landscape and tree

2.Traditional Infrastructure:

Recycling: The furniture and fittings of the gone times are collected and used in buildings by keeping a perfect mix of modern and traditional design.

Energy Saving: The institution has been following green energy policy from the very inception. About 10% of the total electricity is generated from solar energy. The water pumping schedule is devised in such a way as to avoid peak time energy consumption.

Water Saving and Recycling: Though the campus is bestowed with large deposit of water, the institution places much importance in saving water for nature and the society.

Water Quality: The hill station provides advantage of excellent water quality. At the same time keeping the idea of eliminating any element of health hazard an industrial reverse osmosis plant has been fitted in the campus. Additionally a water deionizer plant has been fitted to one of the open water sources.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

B. Any 3 of the above

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

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

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

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

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

DCSMAT every year conducts NSS Activities ,Marathon,Medical camp and Bolld donation camp for providing an inclusive environment

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

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

Nil

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**Nil**
Any other relevant information	**Nil**

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

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

1. Republic Day Celebration

2.Independance Day Celebration

3.Deepavali Celbration

4. Luminance – It is a two-day event that has grown to become one of the most popular management festivals in India, attracting participants from across Kerala and from other states across the country. In terms of the number of participants, the colleges that participate, and the uniqueness of the events held every year, Luminance sets a benchmark for its subsequent editions.

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

7.2 - Best Practices

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

Evening Presentaion schedule are divided in to different groups(SOPs)and they present a topic in front of the audience .The topics can be CEI,CNEI,ATSI and BQ

SOP -students ownership programmeto familirise the student with DC culture,studets are divided i to different groups and they are provided with a mentor who is incharge of these students for 2 years.

File Description	Documents
Best practices in the Institutional website	**Nil**
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

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

The institution places a great deal of importance on the monitoring and reformulation of the process of continuous improvement. It is imperative that each process is closely monitored and compared to the standards set for it. Each committee in the academic process, right from the Academic Council to the Area Committee, has its own role and responsibility in the process of monitoring. Continuous improvement occurs at all stages of the process, including the course delivery, evaluation, feedback, auditing, and the incorporation of measures that address any gaps identified.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

20-21 1. Improving the academic delivery and learning management. 2. Encouraging faculty to attend a greater number of FDP/ Conferences 3. Organize activities and events that will promote skill-enhancement for teaching and nonteaching staff Enhancing the employability of students 4. Enhancing the industry exposure to the students through seminars, internships and industry visit as a part of transformation of students 5. Establish MoUs with Industry to make the institute a Centre of Excellence

21-22 1. Continuous improvement and innovation in teaching and learning 2. Facilitate building career paths and enhancing

competencies of students. 3. Manpower planning to cater to academic quality enhancement and learning improvement. 4. Establishment of new Programmes. 5. Organizing MDPs/FDPs/Conferences 6. Improvement of infrastructure and perspective planning to address future requirements 7. Accreditations and ranking 8. Starting a research centre. 9. Enhancing interaction with community