



## YEARLY STATUS REPORT - 2021-2022

### 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. Elizabeth George**
- 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.vgm@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 **Prof.Prajith P K**
- Phone No. **8281891395**
- Alternate phone No. **9846043420**
- 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/agar/>

**4.Whether Academic Calendar prepared during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://dcschool.net/agar/>

### 5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 3</b>	<b>B+</b>	<b>2.74</b>	<b>2018</b>	<b>30/11/2018</b>	<b>23/11/2023</b>

**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
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**8.Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year 6**

- 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)**

1. Review of the committees and functioning of the committees in the year 2020-21. 2. Preparation for the Third Cycle of NAAC Accreditation and submission of pre-qualifier for NBA. 3. IQAC suggested the introduction of MOOC courses for the students 4.IQAC suggested that the faculty should do quality publication 5. Purchase of EBSCO to enhance the quality of research of students and faculty. 6. Encouraged to collaborate with the foreign university

**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
1.Decided to target on 'Institutional Readiness' focusing on the various accreditation	1.Started preparation for third cycle and NAAC and applying for NBA
2.Corrections in the pre-qualifier for NBA	2.Completion and uploading of the revised pre-qualifier for NBA.
3.Reframing of Program outcome	3. Program outcome was reframed
4.NSS (National Service Scheme) and CSR (corporate Social Responsibility) Activities	4.Social responsibility and self empowerment
5.MOOC course Implementation	5.Students registered for MOOC courses
6.Purchase of EBSCO	6.EBSCO to enhance the quality of research of students and faculty
7.Promoting International collaboration	7. Signed MOU with International university- Blue Crest University, Liberia

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

- Name of the statutory body

Name	Date of meeting(s)
AISHE	20/01/2023

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

## Part A

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<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			6		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			Yes		

website?		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
<b>AISHE</b>	<b>20/01/2023</b>
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
<b>2021-22</b>	<b>20/01/2023</b>
<b>15.Multidisciplinary / interdisciplinary</b>	
Our multidisciplinary integration is driven by our fully residential mode of education. Starting from its humble beginning in a tribal area with an MBA program, DCSMAT has deliberately	



institutionalized a multi-disciplinary approach. The school introduced BBA, and B.Com in 2014 .In 2016 the school, decided to introduce B.A (Visual arts) in its true spirit of encouraging liberal professional education and to inculcate creativity into the DNA of the school. While most HEI in Kerala shy away from this approach and prefer more conventional programs, the school is the only to graft an art course with business and commerce. This was followed by venturing into BCA to promote computing skills in the school. The school adopts the CBCS pattern for UG courses as done its affiliating Mahatma Gandhi University and is operationalized through courses such as Brand Management for BCA, BCom, and BA Visual Arts or Capital Market and Investment Management for BBA students in their fifth semester. The institution focuses on multidisciplinary education on cognitive skills, social skills, physical, emotional, and moral development of students leading to holistic personality development and is a pioneer in Student Ownership Program where faculty mentors and leverages this through its mandatory residence program.

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

We provide various add-on courses to students apart from the university curriculum like Systems Applications and Products (SAP), Aviation, Logistics and Supply Chain Management, Microsoft Excel (Office Specialist), IFRS, and Mutual Fund by NISM. Being an affiliated institution, we have not been able to absorb these into formal university credits though we have been successful in doing so with courses in our CBCS pattern mentioned above. In the ensuing cycle, we propose to encourage the students to bank their credits.

**E-Content Development:** Teaching faculty are facilitated to develop teaching and learning content via remote access deposited in the college library's digital repository so that add on courses can be facilitated and we can smoothly introduce credit-based value added courses which can be banked.

#### **17.Skill development:**

DCSMAT is renowned for its job-focused skill (competency) development and conducts these by leveraging its fully residential status. It has a sophisticated individual competency development program with purposing, psychometrics and student ownership and mentoring and is renowned in the area for its evening presentations. A plethora of value-added courses and workshops further drive the skill development. NSS unit,

Entrepreneurship club, and various other clubs are actively engaged in social activities like medical camp, environmental awareness through the mini marathon, cleaning of nearby localities, etc. that enable to showcase the responsibility of students towards society. Technical and soft skill training is given to students through in-house and external collaborations. Training Programs, Add-on Certificate Courses, Hands-on Training workshops, webinars, and seminars are given to students thus enriching employability skills, interpersonal skills, and communication skills of the students.

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

Our star program in encouraging Indian thought and philosophy is our B.A (Visual Arts) which is rooted in Indian culture and arts and include visits to places where Indian and Western arts confluence. Within our flagship MBA program, we operationalize the Indian values through Indian cases related to business, ethics and environment. Within the UG programs, second language such as Hindi is our flag bearer for national integration and Indianization besides of course adding value for job winning. The Institution also conducts programs like yoga to develop life skills in students. While university curriculum itself embeds several India-focused learning, another way this campus looks at inculcating Indian values is through celebration of various Indian festivals.

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

The Institution is affiliated to Mahatma Gandhi University, Kottayam. The University adopts the CBCS pattern for UG courses. MBA courses focus on outcome-based education. All programs and programme-specific outcomes are clearly stated and aligned with the Vision and Mission of the institution. All the courses of each program have course outcomes aligned to programme-specific outcomes and the evaluation schemes ensure measurement and assessment of outcomes. We discuss with the student regarding the course and program outcomes at the end of the academic year. We verify these outcomes by various attainment methods. We follow Blooms Taxonomy and uses Program Educational Outcomes-Program Outcomes and Course Outcome methods in our course design and aseesment. Assessment events are intended to measure outcomes and faciliate continuous improvment.

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

During few months when the offline classes were suspended during

COVID-19, several initiatives were employed to deliver online education. Virtual classrooms was set up and faculty handled the sessions in virtual classrooms. Webex, ZOOM PRO were subscribed for the classes, providing uninterrupted sessions. Students were given lecture notes and presentations via ERP(Campuz7). Presentations and sessions were provided by our faculty in the open platforms like youtube. Content beyond syllabus and recent advancements were delivered by organizing Webinars which included the experts from industry and academia through ZOOM, Google meet and Webex.

Internal examinations were conducted through ERP platforms. Before the online University examinations, students were trained on the revised examination pattern by conducting preliminary examinations through online mode. Students were encouraged to undertake MOOC courses through SWAYAM/NPTEL Platforms.

## Extended Profile

### 1.Programme

1.1	178
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	689
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>219</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>34</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>34</b>
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	<b>16</b>
Total number of Classrooms and Seminar halls	
4.2	<b>609.03</b>
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	<b>121</b>
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 course, the teaching methods in MBA programme include class room lectures with participation from students, case studies, practical illustration, simulation, role plays, quizzing class seminars & presentation. Continual evaluation or internal assessment shall be conducted throughout 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	<a href="#">View File</a>
Link for Additional information	Nil

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

Continual evaluation or Internal assessment is conducted throughout the semester. It is based on internal examinations and various 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	<a href="#">View File</a>
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 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

**C. Any 2 of the above**

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

4

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)	<a href="#">View File</a>

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

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

7

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 )	<a href="#">View File</a>

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

127

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

We offer courses relevant to professional ethics, gender, human values to the students. We also have courses related to environment sustainability whereby 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.	<a href="#">View File</a>

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

4

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	<a href="#">View File</a>

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

293

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	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	<a href="#">View File</a>
URL for feedback report	<a href="https://dcschool.net/igac/">https://dcschool.net/igac/</a>

**TEACHING-LEARNING AND EVALUATION****2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of students admitted during the year**



246

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

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

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

36

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

Advanced learners are identified as student mentors in class groups which itself is a motivation for these students.

Proficiency award is given to the student who has secured the top position in each class. This becomes a source of motivation for them to continue their outstanding performance and for others to strive for better performance.

In addition to the Proficiency award, Best student award is awarded annually to the student from each batch considering their academic excellence and their performance in co-curricular and extracurricular activities along with the academic performance. These awards are given to the students on Convocation Day. University Rank holders and toppers deserve special appreciation in bringing laurels to the departments and the institution. The list of all university rank holders are displayed in the department. They are encouraged to give seminars, conduct technical quiz and group discussions on various topics with peers. Additional programmes like Advanced Excel and SPSS coaching, technical workshops etc are arranged for interested students.

Based on the continuous 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	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

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

The experimental learning is done in many ways such as :

On job training and internships are given to MBA students.

Workshops conducted on topics related to the course which are not included in the curriculum like software, workshops, SAP, etc.

Marketing training is given to MBA students by conducting Management Games and Fests. Digital Marketing is also given.

Mini projects are given to students as part of the syllabus. Competitions on best manager, posters and power point presentation are conducted.

Brainstorming and discussion on topics beyond syllabus improve self learning capabilities Lab experiments beyond curriculum give an opportunity to learn and apply skills based on one's own learning capabilities to all program students.

Industrial visits to gain onsite experience in various industrial sites for all programs.

### 1.PARTICIPATIVE LEARNING

Students in each class are divided into learning groups of 10 students with a topper in each group and encouraged to promote cooperative learning.

Students encouraged to conduct seminars on the basics/ fundamentals of subjects; also encouraged to attend the workshop and conferences so as to take up management projects in community service.

### 2.PROBLEM SOLVING METHODOLOGIES

Design projects(selecting 3 products, analyze, study and develop one product) Major and minor projects providing scope for evolution of problem solving methodologies. Though all program students are undergoing this, the Visual Arts program students have their upper hand in design of various projects.

File Description	Documents
Upload any additional information	No File Uploaded
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

Teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

#### Use of ICT By Faculty-

A. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also associated with digital library, online search engines and websites to prepare effective presentations.

B. Industry Connect- Seminar and Conference halls are digitally equipped where guest lectures, expert talks and various

competitions are regularly organized for students.

C. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS / Campus7 (Institute ERP).

D. Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.

F. Online competitions- Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.

G. Workshops- Teachers use varioustools for conducting workshops using SPSS,Mathlab simulations etc.

File Description	Documents
Upload any additional information	No File Uploaded
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

29

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

34

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

12

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)	<a href="#">View File</a>

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

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

139

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

### 2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process.

Continual evaluation or Internal assessment is conducted throughout the semester. It is based on internal examinations and various types of assignments is given by the faculty members. Assignments include homework, 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.

For transparent and robust for internal assessment, the following mechanisms are conducted

- Internal Examination Committee.
- Question Paper Setting.
- Conduct of Examination
- Result display
- Interaction with students regarding their internal assessment.

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

The institute has devised an efficient mechanism to deal with examination related grievances which transparent in the pattern and conduction of Internal Examination and rectification of grievances is time bound.

For transparent and robust for internal assessment, the following mechanisms are conducted

- Internal Examination Committee.
- Question Paper Setting.

- **Conduct of Examination**
- **Result display**
- **Interaction with students regarding their internal assessment.**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Link for additional information	<b>Nil</b>

## 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 Courses outcomes for all the programmes are communicated to teacher and students at the beginning of the courses.

- **Website**
- **Curriculum /regulations books**
- **Class rooms**
- **Department Notice Boards**
- **Laboratories**
- **Student Induction Programs**
- **Meetings/ Interactions with employers**
- **Parent meet**
- **Faculty meetings**
- **Alumni meetings**
- **Professional Body meetings**
- **Library**

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

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

**The level of attainment of Program Outcomes, Program Specific**

Outcomes and Course Outcomes are measured using various indicators throughout the semester of the academic year. The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process. The faculty provides home assignments to students, conducts internal tests, viva voce, surprise tests, open book tests, quiz, projects etc. in order to assess the Programme Outcomes and Programme Specific outcomes attained by each student.

Some of the key indicators of measuring attainment are:

**1. End Semester University Examination**

**2. Internal Assessment:** The Internal Assessment constitutes 25% weightage of the total marks (100) in each subject. The students are given assignments which are designed in alignment with Programme Outcomes of the respective subject. Additionally, internal/class tests, quiz, viva etc. are conducted repeatedly in a semester to judge the performance of students on a regular basis.

**3. External Assessment:** It is evaluated by inviting external experts appointed by the university to evaluate each student by conducting Viva-Voce .

**4. Result Analysis:** At the end of each semester, result analysis of each course is carried out using bar charts indicating the percentage of students falling in different categories of CGPA obtained.

**5. Internships and Placements:** Students are encouraged to take up internships, projects, fieldwork, etc.

The Placement Cell of the college helps and polishes the students according to industry standards and provides ample opportunities for students to get placed in esteemed companies.

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

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



**2.6.3.1 - Total number of final year students who passed the university examination during the year****63**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	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)**

<https://dcschool.net/studentsurvey/21-22>

**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)****Nil**

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**

**Nil**

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**

**Nil**

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

**Institution has created an Ecosystem for Innovations including:**

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 labssponsored by Current Books for improving communication skill of students. The programs are conducted as a in-house as well as outside programs. 3. 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	No File Uploaded
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

24

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)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

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

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

0

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

9

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

4

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme. Through this unit, the college undertakes various extension activities in the neighborhood community.

NSS organizes a residential seven day camp in nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include cleanliness , tree plantation and ,water conservation, Environmental awareness, Women empowerment, National Integrity, Aids awareness, Blood donation camp, Health checkup camp, etc.

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

conducts Blood Donation camp and Marathon to bring awareness among the people on health and environment concern.

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

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

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

0

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

2

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

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year****3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

200

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)	<a href="#">View File</a>

**3.5 - Collaboration****3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

3

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

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

**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	<a href="#">View File</a>
Paste link for additional information	Nil

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

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

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

16

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)	<a href="#">View File</a>

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

155.81

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)	<a href="#">View File</a>

**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. DC SCHOOL OF MANAGEMENT AND TECHNOLOGY is CCTV surveillance available for 24/7. KOHA OPEN SOURCE SOFTWARE

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="#">servers: 127.0.0.1:11211   Namespace: koha_library   Status: running.   Config read from: koha-conf.xml</a>

**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)	<a href="#">View File</a>

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

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

Books -RS262232 Journal -250000 EXT. MEMBERSHIP -22070 TOTAL -534302

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)	<a href="#">View File</a>

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

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

1017+7819=8836 PER DAY -24

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The 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	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

121

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

173.06 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)	<a href="#">View File</a>

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

#### 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.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

156

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

156

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

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

C. 2 of the above

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

137

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

137

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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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

137

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

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

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

1

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
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.**

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 )

1. SAP: DCSMAT provides add on program on SAP to our MBA students. SAP (Systems Applications and Products) connects all parts of a business into an intelligent suite on a fully digital platform. The modules include Human Resources, Finance, Sales and Materials Management. SAP creates a centralized system for businesses that enables every department to access and share common data to create a better work environment. DCSMAT also provides placements to the students with SAP certification which is mandatory for all the DCians. There will be 30 sessions for each module and the students will be provided with SAP Certification after the successful completion of the course.

2. Digital Marketing : Digital Marketing connects a business with its customers when they are online and is effective in all industries. In order to give an awareness on digital marketing to our students they are given 30 hours of digital marketing training and all are encouraged to take online certifications from Google and Facebook. A sample certificate is attached.

3. Training in advanced Excel and SPSS: In day-to-day business the use of Excel and research also need the awareness of SPSS. DCSMAT students are provided with SPSS packages for their final project. They are trained in advanced Excel and SPSS where the experts take

30 sessions on each course.

4. Management Games and Fests: Students are trained in Management games. They conduct some of those games during Luminance, the Management fest. Every student is encouraged to participate in Management fests of other colleges and they get prizes.

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**

5

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)	<a href="#">View File</a>

**5.4 - Alumni Engagement**

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

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.

Constitution: Register No.IDK/TC/673/2013

The DCSMAT Alumni Association organizes the Annual Alumni meet, other chapter meets in India and abroad, facilitates networking of the Alumni via the online portal and invites Alumni to participate in other special events on campus. Alumni are actively involved in the following areas;

a) Institution's Alumni Committee Activities

b) Admission Activities

c) Placement

d) Academic Quality improvemen

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

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

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

#### Vision, Mission and Governance at a Glance

DC School of Management and Technology (DCSMAT) located at Vagamon is fully residential interdisciplinary school crafted and nurtured in the spirit of DC, DC Kizhakemuri Foundation (DCKF). The founding father, Shri. Dominic Chacko Kizhakemuri (fondly remembered as DC) was a publishing luminary and an entrepreneur who has brought alive many creative writers through his publication business.

The school is driven by the vision ““Endeavour persistently to Develop Leaders and thinkers for industry and society through innovative academic practices.” It is a mission driven organization with outcome based education. Imparting knowledge for professionalism, innovation and leadership, transformation, social responsibility and sustainability are the drivers of our mission. An eclectic mix of business leaders, academicians, researchers and luminaries from liberal arts and leaders with proven record in sustainability helps to execute the mission.

The mission is operationalized into outcome based education through four program educational objectives (PEOs) which are in turn mapped to courses.

The details of the above are uploaded as supplementary file to 6.1.1

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

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

The decentralization and empowerment of the faculty is clearly illustrated in the file uploaded. In sum, it established the centrality of the faculty in advising various higher entities on the direction to be set to meet the intention of the foundation (DCKF) that has set up the institution. The faculty Council (FC) takes responsibly for all matters related to the school and holds itself accountable through committees covering quality and accreditations, programs, area development, program assessment and research; all the time keeping in mind learner centricism and outcome based education.

The FC is empowered to take even substantial financial decisions such as award of scholarships and make the draft strategic plan, differentiators, metrics and other parameters that help learner success.

In general the structure has the DCKF at the top and it governs through the Academic Council (AC) with DCKF members being a prominent part of the AC. While AC supports all academic

initiatives, it also has a Board of Studies which consist of all faculty members (faculty council or FC) and select academic focused representatives from or nominated by AC. FC establishes several committees to govern, and is also a central component in the governing system.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

This strategic plan take forward the Strategic plan 2017-22 and intends to overcome the challenges created during the previous plan due to COVID 19 and also recognizes the new educational environment being crafted by NEP 2020 (See attached file for detailed strategy and web site for abbreviated one)

### Key Differentiators

DCSMAT differentiates itself on the following aspects:

1. Transformation through T-shaped Professional. The school focuses on transformation of the learners through holistic development, attitude change, communication and competency developments, life and career track focus. We have introduced interventions for these.
2. Fully Residential Campus. A fully residential campus that emulates a 'gurukul'.
3. Holistic Development using a hexagonal model covering career, health, family, finance, social and spiritual aspects.
4. Enhanced Learner Success through programs and operating in a 24x7 learning environment.
5. Career Focus. Early guidance to explore and decide on career tracks.
6. Unique Pedagogy including cases and learning by doing concurrently focusing on university examinations.
7. Advanced Self-development and Leadership Interventions using state of the art psychometrics for strength finding and

culminating in Individual Development Plan.

8. Liberal Professional Integrated Environment for which we juxtaposition programs in management, digital technology and art.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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.

On behalf of the Institution, the Governing Council formulates and approves various policies pertaining to it. There will be sub committees to draft policies/ changes in the policies relating to academics, general administration, campus discipline, human resource matters and all other areas of campus life.

Below is a list of the common categories of policies

#### 1) Administration and Governance

Recruitment

Selection

Training

Appraisal

Salary

Budgeting

Exit policy

#### 2) Academic Related

Admission

Placements

Exam

Evaluation

Training for students

Consultancy

Research

3) Welfare Policies

Leave

Allowances

Incentives

Discipline

Promotion

Housing

4) Infrastructure

Capital Acquisition

Construction

Purchase

Replacement

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

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

### 6.3 - Faculty Empowerment Strategies

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

Effective welfare measures of Teaching and Non-teaching Staff

1. DCSMAT Vagam accommodates all its staff under their housing programme
2. The campus has excellent Wi-Fi facilities with a dedicated BSNL Tower and Reliance Tower for mobile connectivity.
3. The campus cafeteria offers excellent vegetarian and non-vegetarian food in a variety of cuisines.
4. Vehicles : The College vehicles are available for official purposes.
5. Laundry Service: Laundry Service is provided at an affordable price to all.
6. Guest House: Guest Rooms are available for the relatives of staff. Rate tariff is available at the Corporate Office.

7. Security: DCSMAT has appointed well-trained security personnel for the safety of the institution, students and staff.
8. Accidental Insurance : Staff and students will be covered under accidental insurance schemes.
9. Coffee Shop : An exclusive coffee shop for students and staff is functioning inside the campus.
10. ATM : DCSMAT has a State Bank of India ATM at the campus

11. The campus provides facilities for basketball, volleyball, badminton, table tennis etc.
12. Apart from these staff club celebrating the birthdays, other informal gatherings, pleasure trips and other club activities by the Staff Club.



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

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

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

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

5

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)	<a href="#">View File</a>

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

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

0

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

Assistant 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

The audited statements are uploaded for verification.

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

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)****6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

nil

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

The budget and the utilisation figures are as per the uploaded sheet.

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

## 6.5 - Internal Quality Assurance System

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

**IQAC has contributed significantly by auditing evaluating all the academic and non academic process of the Institutuion. Remarkably, it has revised the program outcomes for the various programme inline with the MG University curriculum for the running programs. A sample minutes of the meeting is attached for reference.**

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

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

**The beginning of the semester every course is required to provide the expected score in the program outcome contributed by the corresponding course. As per the prescribed assessments tools and**

their mapping with respect to the course outcomes the evaluation is done. The summary of these course outcomes mapped against the program outcomes is taken as the final attainment for that course. Any lacuna in the teaching learning process been identified by the faculty will be listed for further improvements. For the next time handling of the same course for the successive batch. The overall program outcome attained is measured for the entire batch. The overall program outcome attained is measured for the entire batch. Any short falls in the process is filled by special addressing interms of field works, guest lectures or additional case discussions handled by guest faculties.

The IQAC will be meticulously verifying the check points towards the maximization of attainment levels.

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	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**



## 7.1 - Institutional Values and Social Responsibilities

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

Promotion of gender equity is ensured in the Institution in different levels .

1. Particiaption in Governing Body
2. Academic Administration (Principal, Students Batch Coordinators)
3. IQAC Coordinator
4. Gender Harrassment Cell
5. Student Welfare Cell
6. Women Faculty Members
7. Women Hostel Wardens
8. Support Staff

and other exclusive facilities & services such as Laundry Hub.

In addition to this, Clubs and their activities, Celebrations on International Womens' Day also contribute to the gender equity.

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
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

#### Solid Waste Management

The Institution is following a routine waste management through the local panchayat, wherein, the collection unit vehicle visits the campus once in a fortnight/month to collect. Also, for human waste, there has been a Sewage Treatment Plant setup which through the exclusive drain collects, treats and recycles the water for domestic use.

The liquid waste is also associated along with the Water Treatment plant, however, additionally a water deionizer plant has been fitted to one of the open water sources. The reverse osmosis plant fulfills the water requirement for the canteen which uses the rain water harvested as its additional source of water.

The need for an exclusive biomedical waste management has not prominently risen as the use of medical equipments and waste created is almost minimal. Apart from the emergency first-aid treatment, most moderate to major treatment will be done at the nearby hospitals in Vagamon, Moolamattam, Thodupuzha.

The ewaste management is associated with the Group Head office, the DC Books, Kottayam

Waste recycling is done through separate arrangement such as bio-incinerators, The Institution encourages electronic communication and exchange of office circulars and other communication. Only on required situation, the hard copy printing is done, which is also a part of waste reduction.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **B. Any 3 of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	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** **D. Any 1 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	<a href="#">View File</a>

**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**

**C. Any 2 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

Medical Camp - DCSMAT conducts a medical camp in the nearby area of campus where expert doctors and the entire medical team arrive at a common place and give free check up to the people in the area of Pullikanam, Vagamon, Moolamattom, Elappara. Medical Camp is conducted in the remembrance of founder DCBooks Sri. Dominic Chacko.

NSS Activities - The students of DCSMAT actively participates in the NSS activities where the students and faculty together conduct various activities such as cleaning the campus, cleaning the nearby areas etc.

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**

**C. Any 2 of the above**

**4. Annual awareness**

**programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	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. The Institution celebrates all functions of national Importance such as secularism oriented religious and regional days such as Ifthar, Onam, Pooja, Deepavali and Christmas.

2. The Institution celebrates the National days with relevant demonstrations and shows to inculcate national Integraton among the students. .

- Republic Day Celebration
- Independance Day Celebration

3. 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. After the pandamic, theLuminance is planned to be conducted in later months of 2022 which will seta 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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

1. Student Ownership Programme (SOP) is a mentoring programme unique to DCSMAT, SOP helps students develop additional skills required for a manager. A team based approach, helps in the personal and professional development. A member of the faculty is assigned a small group of students with the task of developing students' soft skills, like reading, writing, vocabulary building and listening

Students ownership programme to familiarise the student with DC culture, students are divided into different groups and they are provided with a mentor who is in charge of these students for 2 years.

2. Evening Presentation schedule are divided into different groups (SOPs) and they present a topic in front of the audience. The topics can be CEI-Contemporary Economic Issue, CNEI-Contemporary Non Economic Issue, ATSI -Any topic of Interest (Social Relevance), BQ -Business Quiz. The Evening Presentation commonly referred as EP is the set regular soft skill development programs conducted at DCSMAT with the objective to improve public speaking, presentation and communication skills.

- To overcome the stage apprehension.
- To improve the time management skills.
- To boost confidence by interacting with the audience.
- To enhance the general awareness of students.
- To improve the leadership quality and analytical skills.
- To overcome the stage apprehension.
- To improve the time management skills.
- To boost confidence by interacting with the audience.
- To enhance the general awareness of students.

- To improve the leadership quality and analytical skills

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

1. The institution stands distinctive in the functional perspective being a Residential Campus, where the contact between the students and faculty is 24 hours by being inside the campus. Unlike the conventional Institutions where beyond the office hours, the contact with the students and utilisation of Institution resources by the students are restricted, DCSMAT has its USP of all its resources assessible to all stakeholders.

2. Case discussion Schedules and contact classes are conducted at any time convenient to the staff and students in the premises.

3. It 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 year after year. These gaps are addressed in the subsequent year's course delivery workshop to be held in the beginning of every academic year / semester. Program Assessment Committee along with the IQAC will be monitoring for its conduct.



## 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 course, the teaching methods in MBA programme include class room lectures with participation from students, case studies, practical illustration, simulation, role plays, quizzing class seminars & presentation. Continual evaluation or internal assessment shall be conducted throughout 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	<a href="#">View File</a>
Link for Additional information	Nil

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

Continual evaluation or Internal assessment is conducted throughout the semester. It is based on internal examinations and various 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	<a href="#">View File</a>
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**

**C. Any 2 of the above**

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

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

4

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)	<a href="#">View File</a>

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

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

7

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 )	<a href="#">View File</a>

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

127

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

We offer courses relevant to professional ethics,gender,human values to the students.We also have courses related to environment sustainability whereby 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.	<a href="#">View File</a>

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

4

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	<a href="#">View File</a>

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

293

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://dcschool.net/igac/">https://dcschool.net/igac/</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

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

246

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

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

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

36

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

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

Advanced learners are identified as student mentors in class groups which itself is a motivation for these students.

Proficiency award is given to the student who has secured the

top position in each class. This becomes a source of motivation for them to continue their outstanding performance and for others to strive for better performance.

In addition to the Proficiency award, Best student award is awarded annually to the student from each batch considering their academic excellence and their performance in co-curricular and extracurricular activities along with the academic performance. These awards are given to the students on Convocation Day. University Rank holders and toppers deserve special appreciation in bringing laurels to the departments and the institution. The list of all university rank holders are displayed in the department. They are encouraged to give seminars, conduct technical quiz and group discussions on various topics with peers. Additional programmes like Advanced Excel and SPSS coaching, technical workshops etc are arranged for interested students.

Based on the continuous 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	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

The experimental learning is done in many ways such as :

On job training and internships are given to MBA students.

Workshops conducted on topics related to the course which are not included in the curriculum like software, workshops, SAP, etc.

Marketing training is given to MBA students by conducting Management Games and Fests. Digital Marketing is also given.

Mini projects are given to students as part of the syllabus. Competitions on best manager, posters and power point presentation are conducted.

Brainstorming and discussion on topics beyond syllabus improve self learning capabilities Lab experiments beyond curriculum give an opportunity to learn and apply skills based on one's own learning capabilities to all program students.

Industrial visits to gain onsite experience in various industrial sites for all programs.

#### 1. PARTICIPATIVE LEARNING

Students in each class are divided into learning groups of 10 students with a topper in each group and encouraged to promote cooperative learning.

Students encouraged to conduct seminars on the basics/ fundamentals of subjects; also encouraged to attend the workshop and conferences so as to take up management projects in community service.

#### 2. PROBLEM SOLVING METHODOLOGIES

Design projects (selecting 3 products, analyze, study and develop one product) Major and minor projects providing scope for evolution of problem solving methodologies. Though all program students are undergoing this, the Visual Arts program students have their upper hand in design of various projects.

File Description	Documents
Upload any additional information	No File Uploaded
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

Teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

Use of ICT By Faculty-

A. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also associated with digital library, online search engines and websites to prepare effective presentations.

B. Industry Connect- Seminar and Conference halls are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.

C. Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS / Campus7 (Institute ERP).

D. Video Conferencing- Students are counseled with the help of Zoom / Google meet applications.

F. Online competitions- Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.

G. Workshops- Teachers use varioustools for conducting workshops using SPSS, Mathlab simulations etc.



File Description	Documents
Upload any additional information	No File Uploaded
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

29

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

34

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

12

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)	<a href="#">View File</a>

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

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

139

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

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

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process.

Continual evaluation or Internal assessment is conducted throughout the semester. It is based on internal examinations and various types of assignments is given by the faculty members. Assignments include homework, 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.

For transparent and robust for internal assessment, the

following mechanisms are conducted

- Internal Examination Committee.
- Question Paper Setting.
- Conduct of Examination
- Result display
- Interaction with students regarding their internal assessment.

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

The institute has devised an efficient mechanism to deal with examination related grievances which transparent in the pattern and conduction of Internal Examination and rectification of grievances is time bound.

For transparent and robust for internal assessment, the following mechanisms are conducted

- Internal Examination Committee.
- Question Paper Setting.
- Conduct of Examination
- Result display
- Interaction with students regarding their internal assessment.

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 Courses outcomes for all the programmes are

communicated to teacher and students at the beginning of the courses.

- Website
- Curriculum /regulations books
- Class rooms
- Department Notice Boards
- Laboratories
- Student Induction Programs
- Meetings/ Interactions with employers
- Parent meet
- Faculty meetings
- Alumni meetings
- Professional Body meetings
- Library

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.

The level of attainment of Program Outcomes, Program Specific Outcomes and Course Outcomes are measured using various indicators throughout the semester of the academic year. The faculty records the performance of each student with the help of the specified course outcomes through a continuous evaluation process. The faculty provides home assignments to students, conducts internal tests, viva voce, surprise tests, open book tests, quiz, projects etc. in order to assess the Programme Outcomes and Programme Specific outcomes attained by each student.

Some of the key indicators of measuring attainment are:

1. End Semester University Examination

2. Internal Assessment: The Internal Assessment constitutes 25% weightage of the total marks (100) in each subject. The

students are given assignments which are designed in alignment with Programme Outcomes of the respective subject. Additionally, internal/class tests, quiz, viva etc. are conducted repeatedly in a semester to judge the performance of students on a regular basis.

**3.External Assessment:** It is evaluated by inviting external experts appointed by the university to evaluate each student by conducting Viva-Voce .

**4. Result Analysis:** At the end of each semester, result analysis of each course is carried out using bar charts indicating the percentage of students falling in different categories of CGPA obtained.

**5. Internships and Placements:** Students are encouraged to take up internships, projects, fieldwork, etc.

The Placement Cell of the college helps and polishes the students according to industry standards and provides ample opportunities for students to get placed in esteemed companies.

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

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

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

**63**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	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)**

<https://dcschool.net/studentsurvey/21-22>

## 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)**

Nil

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**

Nil

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

Nil

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

Institution has created an Ecosystem for Innovations including:

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 labssponsored by Current Books for improving communication skill of students. The programs are conducted as a in-house as well as outside programs. 3. 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	No File Uploaded
Paste link for additional information	Nil
<b>3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year</b>	
<b>3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year</b>	
24	
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)	<a href="#">View File</a>
<b>3.3 - Research Publications and Awards</b>	
<b>3.3.1 - Number of Ph.Ds registered per eligible teacher during the year</b>	
<b>3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year</b>	
0	
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
<b>3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year</b>	
<b>3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year</b>	



9

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

4

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

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

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme. Through this unit, the college undertakes various extension activities in the neighborhood community.

NSS organizes a residential seven day camp in nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include cleanliness , tree plantation and ,water conservation, Environmental awareness, Women empowerment, National Integrity, Aids awareness, Blood donation camp, Health checkup camp, etc.

DCSMAT conducts Medial Camp every year to provide health care

facilities for the people in the neighborhood. DCSMAT also conducts Blood Donation camp and Marathon to bring awareness among the people on health and environment concern.

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

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

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

0

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

2

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

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year****3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

200

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)	<a href="#">View File</a>

**3.5 - Collaboration****3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

3

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

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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

**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	<a href="#">View File</a>
Paste link for additional information	Nil

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

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

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

**16**

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)	<a href="#">View File</a>

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

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

**155.81**

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)	<a href="#">View File</a>

**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. DC SCHOOL OF MANAGEMENT AND TECHNOLOGY is CCTV surveillance available for 24/7. KOHA OPEN SOURCE SOFTWARE

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="#">servers: 127.0.0.1:11211   Namespace: koha_library   Status: running.   Config read from: koha-conf.xml</a>

**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)	<a href="#">View File</a>

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

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

Books -RS262232 Journal -250000 EXT. MEMBERSHIP -22070TOTAL

**-534302**

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)	<a href="#">View File</a>

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

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

1017+7819=8836 PER DAY -24

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The 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	No File Uploaded
Paste link for additional information	Nil



**4.3.2 - Number of Computers****121**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
List of Computers	<b>No File Uploaded</b>

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<b>No File Uploaded</b>

**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)****173.06 Lakhs**

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

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

**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.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

156

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

156

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

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

C. 2 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	<a href="#">View File</a>
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**

137

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

137

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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**

137

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

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

1

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
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.**

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 )

1. SAP: DCSMAT provides add on program on SAP to our MBA students. SAP (Systems Applications and Products) connects all parts of a business into an intelligent suite on a fully digital platform. The modules include Human Resources, Finance, Sales and Materials Management. SAP creates a centralized system for businesses that enables every department to access and share common data to create a better work environment. DCSMAT also provides placements to the students with SAP certification which is mandatory for all the DCians. There will be 30 sessions for each module and the students will be provided with SAP Certification after the successful completion of the course.

2. Digital Marketing : Digital Marketing connects a business with its customers when they are online and is effective in all industries. In order to give an awareness on digital marketing to our students they are given 30 hours of digital marketing training and all are encouraged to take online certifications from Google and Facebook. A sample certificate is attached.

3. Training in advanced Excel and SPSS: In day-to-day business the use of Excel and research also need the awareness of SPSS. DCSMAT students are provided with SPSS packages for their final project. They are trained in advanced Excel and SPSS where the experts take 30 sessions on each course.

4. Management Games and Fests: Students are trained in Management games. They conduct some of those games during Luminance, the Management fest. Every student is encouraged to participate in Management fests of other colleges and they get prizes.

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

5

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)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

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.

Constitution: Register No.IDK/TC/673/2013

The DCSMAT Alumni Association organizes the Annual Alumni meet, other chapter meets in India and abroad, facilitates networking of the Alumni via the online portal and invites Alumni to participate in other special events on campus. Alumni are actively involved in the following areas;

- a) Institution's Alumni Committee Activities
- b) Admission Activities
- c) Placement
- d) Academic Quality improvemen

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

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
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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

#### Vision, Mission and Governance at a Glance

DC School of Management and Technology (DCSMAT) located at Vagamon is fully residential interdisciplinary school crafted



and nurtured in the spirit of DC, DC Kizhakemuri Foundation (DCKF). The founding father, Shri. Dominic Chacko Kizhakemuri (fondly remembered as DC) was a publishing luminary and an entrepreneur who has brought alive many creative writers through his publication business.

The school is driven by the vision ““Endeavour persistently to Develop Leaders and thinkers for industry and society through innovative academic practices.” It is a mission driven organization with outcome based education. Imparting knowledge for professionalism, innovation and leadership, transformation, social responsibility and sustainability are the drivers of our mission. An eclectic mix of business leaders, academicians, researchers and luminaries from liberal arts and leaders with proven record in sustainability helps to execute the mission.

The mission is operationalized into outcome based education through four program educational objectives (PEOs) which are in turn mapped to courses.

The details of the above are uploaded as supplementary file to 6.1.1

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

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

The decentralization and empowerment of the faculty is clearly illustrated in the file uploaded. In sum, it established the centrality of the faculty in advising various higher entities on the direction to be set to meet the intention of the foundation (DCKF) that has set up the institution. The faculty Council (FC) takes responsibly for all matters related to the school and holds itself accountable through committees covering quality and accreditations, programs, area development, program assessment and research; all the time keeping in mind learner centrisms and outcome based education.

The FC is empowered to take even substantial financial decisions such as award of scholarships and make the draft

strategic plan, differentiators, metrics and other parameters that help learner success.

In general the structure has the DCKF at the top and it governs through the Academic Council (AC) with DCKF members being a prominent part of the AC. While AC supports all academic initiatives, it also has a Board of Studies which consist of all faculty members (faculty council or FC) and select academic focused representatives from or nominated by AC. FC establishes several committees to govern, and is also a central component in the governing system.

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

## 6.2 - Strategy Development and Deployment

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

This strategic plan take forward the Strategic plan 2017-22 and intends to overcome the challenges created during the previous plan due to COVID 19 and also recognizes the new educational environment being crafted by NEP 2020 (See attached file for detailed strategy and web site for abbreviated one)

#### Key Differentiators

DCSMAT differentiates itself on the following aspects:

1. Transformation through T-shaped Professional. The school focuses on transformation of the learners through holistic development, attitude change, communication and competency developments, life and career track focus. We have introduced interventions for these.
2. Fully Residential Campus. A fully residential campus that emulates a 'gurukul'.
3. Holistic Development using a hexagonal model covering career, health, family, finance, social and spiritual aspects.
4. Enhanced Learner Success through programs and operating in a 24x7 learning environment.

5. Career Focus. Early guidance to explore and decide on career tracks.
6. Unique Pedagogy including cases and learning by doing concurrently focusing on university examinations.
7. Advanced Self-development and Leadership Interventions using state of the art psychometrics for strength finding and culminating in Individual Development Plan.
8. Liberal Professional Integrated Environment for which we juxtaposition programs in management, digital technology and art.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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.

On behalf of the Institution, the Governing Council formulates and approves various policies pertaining to it. There will be sub committees to draft policies/ changes in the policies relating to academics, general administration, campus discipline, human resource matters and all other areas of campus life.

Below is a list of the common categories of policies

#### 1) Administration and Governance

Recruitment

Selection

Training

Appraisal

Salary

Budgeting

Exit policy

2) Academic Related

Admission

Placements

Exam

Evaluation

Training for students

Consultancy

Research

3) Welfare Policies

Leave

Allowances

Incentives

Discipline

Promotion

Housing

4) Infrastructure

Capital Acquisition

Construction

Purchase

Replacement

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

**Effective welfare measures of Teaching and Non teaching Staff**

1. DCSMAT Vagamon accommodates all its staff under their housing programme
2. The campus has excellent Wi-Fi facilities with a dedicated BSNL Tower and Reliance Tower for mobile connectivity.
- 3 The campus cafeteria offers excellent vegetarian and non- vegetarian food in a variety of cuisines.
4. Vehicles : The College vehicles are available for official purposes.
5. Laundry Service: Laundry Service is provided at an affordable price to all.
- 6 Guest House: Guest Rooms are available for the relatives of staff. Rate tariff is available at the Corporate Office.
7. Security: DCSMAT has appointed well-trained security personnel for the safety of the institution, students and staff.
8. Accidental Insurance : Staff and students will be covered under accidental insurance schemes.
9. Coffee Shop : An exclusive

coffee shop for students and staff is functioning inside the campus. 10. ATM : DC SMAT has a State Bank of India ATM at the campus

11. The campus provides facilities for basketball, volleyball, badminton, table tennis etc. 12 Apart from these staff club celebrating the birthdays, other informal gatherings, pleasure trips and other club activities by the Staff Club.

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

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

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

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**

5

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)	<a href="#">View File</a>

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

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

0

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

Assistant 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	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

**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

**The audited statements are uploaded for verification.**

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

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)****6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)****nil**

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

The budget and the utilisation figures are as per the uploaded sheet.

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

## 6.5 - Internal Quality Assurance System

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

**IQAC has contributed significantly by auditing evaluating all the academic and non academic process of the Institutuion. Remarkably, it has revised the program outcomes for the various programme inline with the MG University curriculum for the running programs. A sample minutes of the meeting is attached for reference.**

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

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

The beginning of the semester every course is required to

provide the expected score in the program outcome contributed by the corresponding course. As per the prescribed assessments tools and their mapping with respect to the course outcomes the evaluation is done. The summary of these course outcomes mapped against the program outcomes is taken as the final attainment for that course. Any lacuna in the teaching learning process been identified by the faculty will be listed for further improvements. For the next time handling of the same course for the successive batch. The overall program outcome attained is measured for the entire batch. The overall program outcome attained is measured for the entire batch. Any short falls in the process is filled by special addressing interms of field works, guest lectures or additional case discussions handled by guest faculties.

The IQAC will be meticulously verifying the check points towards the maximization of attainment levels.

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	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Promotion of gender equity is ensured in the Institution in different levels .

1. Particiaption in Governing Body

2.Academic Administration (Principal, Students Batch Coordinators)

3. IQAC Coordinator

4. Gender Harrassment Cell

5. Student Welfare Cell

6. Women Faculty Members

7. Women Hostel Wardens

8.Support Staff

and other exclusive facilities & services such as Laundry Hub.

In addition to this, Clubs and their activities, Celebrations on International Womens' Dayalso contribute to the gender equity.

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
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

#### Solid Waste Management

The Institution is following a routine waste management through the local panchayat, wherein, the collection unit vehicle visits the campus once in a fortnight/month to collect. Also, for human waste, there has been a Sewage Treatment Plant setup which through the exclusive drain collects, treats and recycles the water for domestic use.

The liquid waste is also associated along with the Water Treatment plant, however, additionally a water deionizer plant has been fitted to one of the open water sources. The reverse osmosis plant fulfills the water requirement for the canteen which uses the rain water harvested as its additional source of water.

The need for an exclusive biomedical waste management has not

prominently risen as the use of medical equipments and waste created is almost minimal. Apart from the emergency first-aid treatment, most moderate to major treatment will be done at the nearby hospitals in Vagamon, Moolamattam, Thodupuzha.

The ewaste management is associated with the Group Head office, the DC Books, Kottayam

Waste recycling is done through separate arrangement such as bio-incinerators, The Institution encourages electronic communication and exchange of office circulars and other communication. Only on required situation, the hard copy printing is done, which is also a part of waste reduction.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles



- 3. Pedestrian-friendly pathways**  
**4. Ban on use of plastic**  
**5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	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**

D. Any 1 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	<a href="#">View File</a>

**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**

C. Any 2 of the above

**enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

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

Medical Camp - DCSMAT conducts a medical camp in the nearby area of campus where expert doctors and the entire medical team arrive at a common place and give free check up to the people in the area of Pullikanam, Vagamon, Moolamattom, Elappara. Medical Camp is conducted in the remembrance of founder DCBooks Sri. Dominic Chacko.

NSS Activities - The students of DCSMAT actively participates in the NSS activities where the students and faculty together conduct various activities such as cleaning the campus, cleaning the nearby areas etc.

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	<b>Nil</b>
Any other relevant information	<b>Nil</b>

**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**

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	<b>No File Uploaded</b>
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	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

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

**1. The Institution celebrates all functions of national Importance such as secularism oriented religious and regional days such as Ifthar, Onam, Pooja, Deepavali and Christmas.**

**2. The Institution celebrates the National days with relevant**

demonstrations and shows to inculcate national Integraton among the students. .

- Republic Day Celebration
- Independance Day Celebration

3. 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. After the pandamic, theLuminance is planned to be conducted in later months of 2022 which will set 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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

1.Student Ownership Programme (SOP) is a mentoring programme unique to DCSMAT, SOP helps students develop additional skills required for a manager. A team based approach, helps in the personal and professional development. A member of the faculty is assigned a small group of students with the task of developing students' soft skills, like reading, writing, vocabulary building and listening

Students ownership programme to 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.

2.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-ContemporaryEconomic Issue,CNEI-

Contemporary Non Economic Issues, ATSI -Any topic of Interest (Social Relevance), BQ -Business Quiz. The Evening Presentation commonly referred as EP is the set regular soft skill development programs conducted at DCSMAT with the objective To improve public speaking, presentation and communication skills.

- To overcome the stage apprehension.
- To improve the time management skills.
- To boost confidence by interacting with the audience.
- To enhance the general awareness of students.
- To improve the leadership quality and analytical skills.
- To overcome the stage apprehension.
- To improve the time management skills.
- To boost confidence by interacting with the audience.
- To enhance the general awareness of students.
- To improve the leadership quality and analytical skills

-

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

1. The institution stands distinctive in the functional perspective being a Residential Campus, where the contact between the students and faculty is 24 hours by being inside the campus. Unlike the conventional Institutions where beyond the office hours, the contact with the students and utilisation of Institution resources by the students are restricted, DCSMAT has its USP of all its resources assessable to all stakeholders.

2. Case discussion Schedules and contact classes are conducted at any time convenient to the staff and students in the premises.

3. It 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 year after year. These gaps are addressed in the subsequent year's course delivery workshop to be held in the beginning of every academic year / semester. Program Assessment Committee along with the IQAC will be monitoring for its conduct.

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

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

#### Plan of Action (Academic 2022-23)

The college envisages its growth by planning targets for the coming years. Plan of action for the academic year 2022-2023 is as follows :

#### Academics:

1. Organize seminars, workshops, webinars and conferences for the effective implementation of NEP 2020.
2. Faculty development Programmes on latest topics
3. Addition of more books & journals to the library repository

#### Research, Training, and Consultancy

1. To start a research centre
2. Increase research facilities and number of publications in UGC-CARE List Journals
3. Identify consultancy and MDP opportunities

#### Industry Collaboration and Placement

1. More placement drives to provide more number of job

opportunities to the students

2. Talks by industry experts /more focus on internships and development programs